



Approved
 Bahamas Technical and Vocational
 Board of Directors
 Effective Fall 2023

POLICY NUMBER	AA-21-01-001
TITLE OF POLICY	Academic Advising
DATE OF ADOPTION	Spring 2023
SUPERSEDES	Advisor/Mentee Protocol, 2018
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To identify the procedures for academic advising
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Admissions and Entry Requirements Policy on Academic Warning, Probation, Suspension and Dismissal
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) provides technical and vocational education with a focus on practical skills and workforce readiness in an environment that is hospitable, supportive and intellectually challenging. BTVI seeks to ensure that all students make satisfactory progress towards the completion of their degree, certificate or diploma programme. BTVI recognises that academic advising helps students complete programme requirements on time, enriches their educational experience and is essential to their academic success.

2.0 Scope

This policy applies to all academic programmes and identifies the procedures for academic advising.

3.0 Procedure

3.1 At the point of admission, students who enrol in a BTVI programme will be assigned an advisor by the relevant Dean in consultation with the Head of Department, through the Office of Academic Affairs.



- 3.2 Academic advisors will
 - 3.2.1 identify mutually convenient times to meet regularly with their advisees, preferably for a minimum of fifteen (15) to twenty (20) minute advising sessions.
 - 3.2.2 provide their advisees with accurate, up-to-date information on their programme of study.
 - 3.2.3 help their advisees understand programme and graduation requirements and help them monitor their progress towards the completion of those requirements.
 - 3.2.4 guide their advisees through the registration, course selection and course sequencing process.
 - 3.2.5 refer their advisees, as needed, to BTVI support services and resources.
 - 3.2.6 discuss workforce readiness, goals and expectations with their advisees.
- 3.3 Students are expected to
 - 3.3.1 access the BTVI student web portal to become familiar with their programme of study and degree audit.
 - 3.3.2 review their programme of study and degree audit for accuracy with their advisors.
 - 3.3.3 meet regularly with their advisors to review programme and graduation requirements, devise plans of action, identify learning goals and monitor their progress towards the successful completion of their programme.
 - 3.3.4 discuss any possible or desired change of programme with their academic advisors.
 - 3.3.5 meet with their academic advisors to discuss academic problems or concerns or matters negatively affecting their academic success.

4.0 Academic Warning and Probation

- 4.1 Students on academic warning are encouraged to meet regularly with their academic advisors to devise a plan of action and discuss their progress.
- 4.2 Students on academic probation are required to meet regularly with their academic advisors to devise a plan of action and monitor their progress.

5.0 Readmitted Students

Readmitted students are required to meet regularly with their academic advisors to devise a plan of action and monitor their progress.