



## Advisee Responsibilities Agreement Form

Each student at Ohio Valley University is assigned an academic advisor to help explore appropriate curricular and career options, complete a degree plan, or prepare for transfer. Advising is designed to make students aware of the university's expectations, requirements, and resources, and to help students complete a degree successfully. It is the responsibility of students to know their academic status at all times, to fulfill all degree requirements as stated in the catalog, and to meet all other requirements for graduation or transfer.

It is also the student's responsibility to:

1. Maintain accurate information on their advisor, including name, office location and hours;
2. Contact and make (and keep) regular appointments to meet with their advisor during the semester or as needed;
3. Be prepared for their advising session and bring any appropriate resources or materials;
4. Contacting the advisor if it is necessary to cancel or reschedule an appointment, recognizing that everyone's time is valuable;
5. Actively assist their advisor in identifying and clarifying their personal values, abilities, interests and goals;
6. Follow through on actions and recommendations that are identified, developed and agreed upon between them and their advisor during the advising session;
7. Maintain academic integrity and will be honest and forthright with their advisor so he/she may give them the best advice available for their particular interests or problems;
8. Accept the final responsibility for all decisions made regarding their academics while attending OVU or any other programs affiliated with the university.

I have read and understand my responsibilities as an advisee of \_\_\_\_\_ at Ohio Valley University.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date