**January 21, 2016**

**MEMORANDUM**

**To:** Kevin Ayotte, Chair

Academic Senate

**From:** Marianne Jackson, Chair

Student Affairs Subcommittee of the Academic Senate

**Re: APM 205**

At the request of the Academic Senate, the Student Affairs Committee has been revising the APM 205 – Policy on Undergraduate Advising. We have made a number of suggested updates and changes to the policy, in consultation with faculty and staff from the advising center, specifically Karen Dunbar and Selena Castro, who attended a number of our monthly meetings and provided input at each stage of the process. Many of the suggested changes were based on outdated information and recent changes to university-wide advising.

The Student Affairs Committee is submitting suggested revisions of APM 205 to the Executive Committee for further review and consideration.

Should you need additional information, please feel free to contact me.

 MJ:vb