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| NAME: 04.08 ACADEMIC ADVISOR | VERSION: 1 |
| ADOPTED: APRIL 28, 2014 | REVIEW: 2018-2019 |

REVIEW EVERY 5 YEARS

PREAMBLE

Students require guidance in planning their future after graduation from Richmond Christian School. As a result, the school has a responsibility to provide students with guidance and counseling in key areas such as meeting BC graduation requirements, meeting Richmond Christian School graduation requirements, planning for pursuing a post-secondary education and confidential personal support when necessary.

SUPPORT PROVIDED BY THE ACADEMIC ADVISOR

1. The Academic Advisor has primary responsibility for ensuring that:
 - a. Students meet the minimum requirements for graduation as set by the BC Ministry of Education;
 - b. Student courses and marks are reported directly to the Ministry where required; and
 - c. Individual students meet the minimum requirements for graduation from Richmond Christian School.
2. The Academic Advisor will provide a broad range of general and specific support to Secondary students, including but not limited to:
 - a. ensuring that students plan for and meet entry requirements at post-secondary institutions including but not limited to:
 - i. Canadian Universities;
 - ii. USA Universities;
 - iii. BC trade colleges;
 - iv. BC apprenticeship programs; and
 - v. Pre-requisites for various common career paths.
 - b. Complete reference forms when requested by students, in writing, for university applications; and

- c. Assist students with scholarship applications.

STUDENT-ADVISOR RATIO

3. In order to ensure proper graduation transition planning and academic guidance a recommended student-advisor ratio is .5 FTE for every 150 students.

JOB DESCRIPTION

4. A job description for the Academic Counselor will be reviewed with this policy review.