

## **Policy and Procedure**

### **SON OP: 30.143 Role and Responsibilities of Academic Advisor**

**PURPOSE:** The purpose of the Gayle Greve Hunt School of Nursing Role and Responsibilities of Academic Advisor Policy and Procedure is to define the role and responsibilities of the Academic advisor.

**REVIEW:** The OP will be reviewed biennially by September 1 of each even numbered year by the Associate Dean with recommendations for revisions forwarded to the Dean of the School of Nursing.

### **1.0 Policy**

In the most general terms, the Academic Advisor is the provider of resources to help ensure the ability of students to succeed in obtaining a baccalaureate degree in nursing. Each faculty is expected to have academic advising responsibilities. All faculty have an academic advising role and all faculty will have assigned advisees. Professional staff in the Office of Student Affairs will have responsibility for routine admission and initial advisement process for all programs.

This policy defines the role and responsibilities of the academic advisor.

The functions of the academic advisor are to:

- a. Collaborate with SON Administration, Office of Student Affairs, and course faculty to identify and support students' academic success under the direction of the Program Director.
- b. Maintain confidential files on interactions for student and faculty communication. (Attachment A).
- c. Assist students in identifying strengths and weaknesses in time management skills, study skills, content review, and testing strategies.
- d. Advise students on implementing interventions for identified needs.
- e. Compile information for reports and grants such as general education competency data, student retention rates, and changes in degree plans, and academic progression issues.
- f. Engage students regarding academic progress with communication by phone, online, or in person.
- g. Provide feedback and documentation of students' status as needed to faculty and administration.
- h. Communicate student/course concerns with administration and/or faculty as appropriate.
- i. Refer students to outside resources as needed.