



Department of Nursing
Policy #010

Academic Advising in the Department of Nursing

Status:	Approved 5/20/2014, Revised 11.7.17, Revised 12.6.2019
Effective:	12.6.2019
Initiated by:	Director/Chair
Relevant WAC, Standard or criterion:	WAC 246-840-523 <i>CCNE (2018) Standards for Accreditation of Baccalaureate and Graduate Nursing Programs;</i> <i>Family Educational Rights and Privacy Act (FERPA)</i>

Purpose

The purpose of this policy is to provide guidelines to the administration, faculty and staff for student advising in the Department of Nursing.

Plan

Advising is important in helping students achieve their academic and professional goals. Advising is a component of the faculty teaching responsibilities and is supported by the Department of Nursing staff.

Every student enrolled in a program within the Department of Nursing will be assigned a nursing faculty advisor who serves as a guide and mentor. Student consultation with or approval by the faculty advisor is required for a variety of academic program decisions.

In addition, the Nursing Department Administrative Coordinator meets with students to complement the advising given by faculty.

Students are assigned to faculty advisors by the Heritage Registrar in consultation with the Chair of the Department of Nursing. Students may request a change of advisor because of shared clinical or academic interests with another faculty member, or difficulty connecting with the assigned advisor.

Policies and Procedures

Policy

The Department of Nursing recognizes academic advising to be a critical component of student success. Faculty, administrators, and the Administrative Coordinator in the Department of Nursing promote academic advising as a shared responsibility with students. Academic advising serves to develop and enrich students' progress toward the degree completion in ways that are consistent with personal and professional nursing values, goals, and career plans, preparing them for lifelong learning and reflective nursing practice.

Faculty members assigned a student advisee will meet with each student advisee at least once a semester. During this meeting faculty members use the Advising Notes worksheet, provide a copy for the student, and keep a copy for the student's record folder.

Procedure

Chair of the Nursing Department shall:

- A. Provide orientation for faculty to current Heritage University (HU) advising procedures and tools annually.
- B. Make faculty advising assignments prior to sophomore orientation and prior to the first day of Fall Semester for juniors and seniors annually thereafter.

Nursing Faculty Advisors shall:

- A. Receive training on current advising procedures at HU annually. The faculty member will seek advice from the Department Chair, Registrar, or Nursing Administrative Coordinator as needed.
- B. Establish a positive relationship with each advisee:
 1. Educate students about advisor and advisee roles and responsibilities.
 2. Maintain up-to-date advising documentation in the student file, kept in the Nursing Office. Advisors must document advising meetings.
- C. Establish and maintain regular contact with each advisee:
 1. Maintain contact with advisees through in-person office visits, phone, or email.
 2. Schedule regular meetings with each advisee, once a semester at minimum, but more frequently if indicated. Schedule more frequent meetings with advisees who are struggling academically or receive academic alerts.
 3. Oversee registration every semester.
 4. Oversee student application for graduation, according to the HU policy.
 5. Sign all advising forms, including application for graduation, registration forms, and waivers. These all must be signed by the assigned advisor, and then routed through the Nursing Department Administrative Coordinator for the Chair of the Department's signature, as per University policy.
- D. Provide accurate and timely information about the HU Nursing Department and its programs:
 1. Know Nursing Department and HU requirements.

2. Know and be able to refer students to the appropriate HU support services including:
 - Registrar
 - Financial Aid Office
 - Office of Student Affairs
 - Student Life Department
 - Student Support Programs

*Note: It may be helpful for the advisor to access these resources in front of the advisees, demonstrating to the advisee how to locate pertinent information.
 3. Submit Request for Waiver and/or Substitution of Course Requirement(s) form regarding waivers for course substitutions and waivers.
 4. Know Nursing Department and HU deadlines and communicate pertinent information to advisees.
- E. Help advisees become independent learners and self-reliant problem solvers:
1. Foster development of advisees' decision-making skills.
 2. Coach students on appropriate ways to advocate for themselves.
 3. Promote involvement in professional organizations.
- F. Maintain a high degree of professionalism:
1. Maintain appropriate relationship boundaries.
 2. Maintain published office hours.
 3. Keep advising appointments.
 4. Adhere to current departmental and university advising procedures.
 5. Prepare for advising appointments.
 6. Document advising sessions.
 7. Maintain a positive attitude regarding all HU departments, colleagues, and programs.
 8. Comply with the Family Educational Rights and Privacy Act (FERPA).

The student's responsibilities in the academic advising relationship are to:

- A. Take the initiative to contact and get to know the faculty advisor, and help the faculty advisor get to know the student. Be mindful of the need to work with the faculty advisor during published office hours or make other arrangements in advance.
- B. Consult with the faculty advisor about changes in the student's academic progress, course selection, as well as academic, career, and life goals.
- C. Notify the faculty advisor immediately whenever a serious problem (e.g., medical, financial, personal) disrupts the student's ability to attend classes or interferes with the student's ability to focus on their education and to perform their best work.
- D. Prepare for meetings with the faculty advisor by gathering relevant decision-making information, creating a list of questions and drafting a course schedule (if the meeting is focused on course selection for the coming semester).
- E. Keep a personal record of the student's progress toward the BSN degree. Organize official HU documents (catalog, Heritage Curriculum Worksheet, etc.) and bring them to advising meetings.
- F. Be familiar with the BSN curriculum requirements. Schedule courses each semester in accordance with those requirements.
- G. Follow HU procedures when registering for courses and making adjustments in class schedule.
- H. Observe academic deadlines. Know when to register and when to drop or add classes. Schedule an appointment with the faculty advisor well in advance of these deadlines.

- I. Take the initiative to investigate options for changing advisors if a positive relationship is not developing.

Reviewers

Proposed revisions of this policy should be reviewed by:

- Nursing Administrative Coordinator
- Nursing Faculty Assembly
- Policy & Bylaws Committee
- Admissions, Retention, Progression & Graduation Committee

Forms

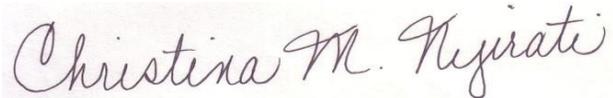
Advising Notes Worksheet

Request for Waiver and/or Substitution of Course Requirement(s)

References

Commission of Collegiate Nursing Education. (2018). *CCNE standards for accreditation of baccalaureate and graduate nursing programs*. Retrieved at <https://www.aacnnursing.org/Portals/42/CCNE/PDF/Standards-Final-2018.pdf>

U.S. Department of Education. (July 26, 2017). Family educational rights and privacy act of 1974, 20 U.S.C. § 1232g. Retrieved at <https://ed.gov/policy/gen/reg/ferpa/index.html>



Signature _____

Heritage University BSN Program
Advising Notes

Student Name _____ Date _____

Advising Notes:

Recommended Courses for _____ Semester:

Department	Course #	Section	Title	Credit

Summer or January recommendations:

Department	Course #	Section	Title	Credit

Student Signature: _____

Advisor Signature: _____

Request for Waiver and/or Substitution of Course Requirement(s)

Students wishing to waive or substitute coursework required within a degree program must complete this form and return it to the Office of the Registrar.

Course Substitution: replaces an existing course requirement in the degree program with that of an unused past, current, or future course. Substitutions must be submitted before the substituting course requirement can be considered eligible for financial aid.

Course Waiver: allows a course requirement to be recognized as completed or no longer required for a reason deemed appropriate by the Department Chair and Dean.

Student Name: _____ Student ID: _____

Existing Requirement	Substituting Requirement / "Waive"	Reason

If an existing requirement is a GUCR, the signature of the Chair of the department overseeing the requirement must also be obtained.

 Student (sign)* Date Advisor (sign) Date Dept. Chair (sign) Date

 Dept. Chair 2 (sign) Date Dept. Chair 3(sign) Date Registrar (sign) Date

*In the event that an advisor turns in this form without the student's signature, the advisor must sign his or her own name on the student signature line to indicate that the student is both aware of and in agreement with the substitution(s) above.

Denied Reason: _____