SON OP 40.400: **Academic Advisement Policy**

**PURPOSE:**

The purpose of the *Academic Advisor* policy is to describe the methods for advising graduate students about their degree plan, ensure they are enrolled in the appropriate courses as designated by their degree plan, and make appropriate progress towards graduation. Centralization of advisement provides accurate completion of degree plans.

**REVIEW:**

All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

**POLICY/PROCEDURE**

1. **Policy**

   The Associate Dean and Department Chair for APRN Studies in conjunction with the APRN Program Directors are responsible for advisement for all graduate students enrolled in the MSN and BSN to DNP APRN tracks. The Associate Dean and Department Chair for Leadership Studies in conjunction with the Leadership Studies Program Directors are responsible for advisement for all graduate students enrolled in the MSN administration, education or informatics tracks and the post-master’s DNP program. Each student should meet at the New Student Orientation and/or other times as needed for advisement to review the student’s program plan, progress and enrollment in courses for subsequent semester(s). The student is ultimately responsible for seeking adequate academic advice, meeting degree requirements, and enrolling in appropriate courses to ensure orderly and timely progress toward the degree.

2. **Procedure**

   1. The Associate Dean and Department Chair for APRN Studies in conjunction with the APRN Program Directors oversee advisement for all graduate students enrolled in the MSN and BSN to DNP APRN tracks.

   2. The Associate Dean and Department Chair for Leadership Studies in conjunction with the Leadership Studies Program Directors oversee advisement for all graduate students enrolled in the MSN administration, education or informatics tracks and in the post-master’s DNP program.

   3. The initial advisement upon admission is generally conducted by the Program Directors at New Student Orientation. On occasion, the Graduate Program Coordinator may conduct the initial advisement under the direction of the Program Directors.

   4. Subsequent advisements are done by the Graduate Program Coordinators under the direction of the Associate Dean and Department Chair in conjunction with the Program Director. The Graduate Program Coordinators audit the degree plan each semester and e-mail the student a link to the plan in Graduate Program Manager, along with a reminder about registration deadlines and course registration information.
5. Students are required to review their TTUHSC e-mail on a regular basis and pay attention to messages from the Graduate Program Coordinators.

6. Students are responsible for following their degree plan and completing registration according to published deadlines.

7. Students are required to contact the Graduate Program Coordinator if they deviate from the degree plan for any reason including the following circumstances:
   - Withdrawing from a course
   - Failing a course or the potential of failing a course
   - Registering for a course or courses that are not listed on the degree plan
   - Registering for a course or courses in a semester different from that designated on the degree plan
   - Failing to register for the courses as designated on the degree plan

The Graduate Program Coordinator will inform the Program Director of any deviation from the degree plan. The Graduate Program Coordinator and Program Director will work with the student to develop a revised degree plan to ensure the student progresses towards graduation.

8. The student is ultimately responsible for seeking adequate academic advice, meeting degree requirements, and enrolling in appropriate courses to ensure orderly and timely progress toward the degree.