Operating Policy and Procedure

SON OP: 30.415 Role and Responsibilities of Academic Student Advisor, RN-BSN Program Policy

PURPOSE: The purpose of the School of Nursing Role and Responsibilities of Academic Student Advisor, RN-BSN Program Operating Policy and Procedure (SON OP) is to define the role and responsibilities of the academic student advisor, RN-BSN Program. (See related policy for the Success Program – SON OP: 30.180.)

REVIEW: The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

1.0 Policy

In the most general terms, the Academic Student Advisor is the provider of resources to help ensure the ability of students to succeed in obtaining a baccalaureate degree in nursing. At the same time, they are a vital liaison between faculty, administration and the student.

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

The functions of the academic student 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 RN to BSN Program Director.
- b. Maintain files on interactions for student and faculty communication.
- 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, changes in degree plans, and academic progression issues.
- f. Engage students regarding academic progress with communication by phone, online, or in person.
- g. Provide a “safe place” for students and faculty to express concerns, frustrations or merely to “vent”.
- h. Provide feedback and documentation of students’ status as needed to faculty and administration.
- i. Communicate student/course concerns with administration and/or faculty as appropriate.
- j. Refer students to outside counseling resources as needed.
- k. Work with public in interpreting and promoting the department’s programs and rendering administrative decisions.
- l. Revise and maintain desk manual for Academic Advisor.