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Owner:	Faculty Organization
Policy Area:	College of Nursing CNG
References:	
Applicability:	MVHS

## Faculty Advisement of Students, CNG-100.13

### PURPOSE

To provide students with a collaborative learning process where faculty advisors facilitate student engagement and responsibility in achieving educational goals.

### SCOPE

Faculty, Students

### REFERENCES

### DEFINITIONS / ABBREVIATIONS

SECON: St. Elizabeth College of Nursing

DSFD-F: Dean of Student & Faculty Development Freshmen

DSFD-S: Dean of Student & Faculty Development Senior

### PROCEDURE / DIRECTIVE

1. The DSFD-F will assign faculty to students at the beginning of each school year.
2. Students will be contacted by the Faculty advisor.
3. Students and Faculty advisor will establish a time for an initial meeting and then at least twice during each semester.
4. Students needing to meet more often may contact the advisor and adhere to faculty office hours or as can be accommodated by faculty.
5. Faculty advisors shall be familiar with services at SECON such as health, counseling or financial services that are available to the students.
6. Faculty advisors may consult with administration regarding community services that may assist students.
7. The student and Faculty advisor may discuss career and academic needs as appropriate, including any *Student Advisement and Plan for Improvement Records* received.

8. Faculty will have the ability to access grades via course folders. When it is noted that an advisee has a negative trend in course average the advisor is encouraged to initiate a meeting with the advisee and complete documentation of the meeting.

9. Faculty advisor shall be notified by administration when advisee grade average is below 78%, so that he/she may initiate a meeting with the advisee and complete documentation of the meeting.

## **CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

### **This Document Replaces:**

NSG-CNG-100.13

### **Attachments:**

[Faculty Advisement Form 2015.docx](#)

### **Approval Signatures**

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Owner	Faculty Organization	7/10/2019

### **Applicability**

MVHS

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