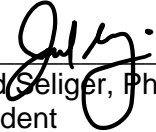


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 11/03, 5/04, 8/05, 11/05, 2/07, 2/11,  
1/12, 3/17, 12/20

No: 2-C-900-04  
Last Review Date: May 2022  
Required Review Date: January 2026  
Administrative Unit: Undergraduate Nursing  
APG Committee

Approved By:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** BSN Student Advising

**PURPOSE:** To assure a consistent and effective method of implementing and documenting advising for BSN students and faculty.

**EFFECTIVE**

**FOR:** BSN Students, BSN Faculty, Student Success Specialist

**POLICY:**

The advising concept is based on the philosophy that a caring academic environment promotes the development of professional values and professional socialization. The goals of advising are to provide academic advising, foster supportive relationships, model caring behaviors, decrease student anxiety, encourage a proactive role in the learning process, and facilitate personal and professional growth. The faculty advisor is responsible for following students who have had unsatisfactory progress in their course work. Documentation shall be completed at the time of each advising or guidance session. Written documentation shall be maintained in the individual student's file.

**ROLE OF FACULTY ADVISOR:**

- Assist students in self-understanding and self-acceptance (values clarification, understanding abilities, interests, and limitations).
- Assist students in considering life goals.
- Assist students in developing decision-making skills.
- Refer students to other institutional or community support services.
- Enhance understanding of the professional nursing role.
- Assist with the development and completion of the of the graduate outcomes assignment.
- Provide information to the Dean of the School of Nursing about student concerns related to degree completion.

**PROCEDURE:**

1. The Administrative Assistant in cooperation with the Dean of the School of Nursing will assign each student to a faculty advisor. All faculty teaching the in BSN program will be assigned as faculty advisors. The number of students a faculty member will advise will be based on the current FTE of the faculty advisor as well as the current enrollment in the BSN program.

2. Faculty advisors shall meet with advisees within the first seven weeks of the fall and spring semesters and the first three weeks of the summer semester (Accelerated only).
  - A. Faculty will place advisees on hold who do not meet within the identified time frame.
  - B. Faculty will document each advising session and place in the students' advising files which will be maintained for one year beyond program completion.
  - C. Faculty may use the fillable "Advising Session" form for each student for both academic and nonacademic guidance or advising.
  - D. Student advising files shall be located in a central location.
  - E. At the discretion of the faculty, the student will be asked to sign the advising form.
3. All student advising will be documented and placed in the student's advising file.
4. Students may choose to be reassigned to a different advisor.
5. The advising faculty shall inform the student that information provided by the student that suggests a concern for safety shall be discussed with the Dean of the School of Nursing, Provost, and/or President.