

Policy Name: Academic Advisement and Support Services
Policy Number: ADM 2.05
Title of Policy Owner: Student Services
Approved by: Executive Council
Effective Date: 08/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

Academic Advisement and Support Services

II. Purpose

To outline the academic advisement and support services offered by Southside College of Health Sciences (SCHS). The purpose of academic advisement is to allow students to progress smoothly through the sequence of courses. Academic advisement involves information exchange, communication, teaching, and guidance. Advisors will aid in development of an academic plan consistent with student's stated goals, interests and abilities and provide accurate information about policies, procedures and requirements.

III. Scope

For all associates and enrolled students at SCHS.

IV. Definitions

None

V. Policy Details

Responsibilities/Duties:

Student Services Advisor: oversees academic advising for pre-requisite and co-requisite courses. There must be a minimum of two check-ins (in-person

or virtual meeting, email, phone call) per semester with the advisor and advisee.

Prior to the semester beginning, advisors will complete a degree audit to determine if students have satisfactorily completed all required programmatic co-requisite courses. If a student needs to complete co-requisite courses, an action plan will be created to complete the required co-requisites. Students who have not met this requirement must present documentation of satisfactory course completion or registration by Validation day or they will not be permitted to attend class/clinical.

Mid-semester, the student and advisor will check-in to review the progress of completing co-requisite courses.

At the completion of the semester, the student and advisor will check-in to determine that co-requisite courses have been completed prior to progression to the next semester or graduation.

If a student has completed all co-requisites for their degree program, the advisor and the student can make the decision to not check-in during the semester. The advisor will be responsible for keeping in contact with their advisee throughout the duration of their program.

Faculty Advisor: oversee academic advising for programmatic courses. Advisors will check-in with students to discuss academic performance issues at least twice and as needed throughout the semester in which the student is enrolled.

Mid-semester, the student and advisor will check-in to review the progress of completing programmatic course requirements.

At the completion of the semester, the student and advisor will check-in to determine that all required programmatic courses have been satisfactorily completed prior to progression to the next semester or graduation.

Student: responsible for the proper completion of their academic program, for familiarity with all graduation requirements, for maintaining the required quality Grade Point Average (GPA), knowing their academic standing, and for meeting all other degree requirements. Advisors are available to all students,

but final responsibility for meeting program and graduation requirements remains with the student.

Check-in with advisors at the mid-point and end of each semester, and additionally, as needed, to monitor and validate continuing satisfactory achievement in their co-requisite and programmatic courses. Communicate to advisors any anticipated changes in program progression, such as possible course failure or intention to withdraw.

Complete any individualized plan of action within the timeframe mutually agreed upon by the student and advisor.

VI. Attachments

None

VII. Related Policies

ADM 2.06 Satisfactory Academic Progress
 ACA 2.02 Academic Progression

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	08/1/2021	Revised and new template	Executive Committee