


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

Supersedes: 10/11, 5/13, 12/16, 5/19,  
11/19

No: 2-A-900-02  
Last Review Date: April 2023  
Required Review Date: May 2027  
Administrative Unit: Graduate APG Committee  
Approved By:

  
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Jared Seiger, PhD, CNMT  
President

**SUBJECT:** Graduate Nursing Student Academic Advising

**EFFECTIVE FOR:** Administration, Faculty, Staff, Graduate Students

**POLICY:** All graduate students will be assigned an academic advisor who will monitor the student's academic progress and provide guidance as needed.

**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 in the Graduate Nursing 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 graduate nursing program.
2. Academic advisors are notified of new advisees via email from the administrative assistant at the beginning of each semester.
3. The academic advisor shall be notified via email regarding student status changes including withdrawal, leave of absence, academic probation, etc.
4. Throughout enrollment, the advisor shall contact his/her advisees at minimum one time per semester to discuss their program of study.
5. Guidance provided to a student shall be documented by the academic advisor with a copy placed in the student's advising folder.
6. The academic advisor will also serve as the DNP student's Clinical Scholarship Project Advisor
7. Upon completion of the program, the academic advisor shall review the Summative Evaluation form completed by the advisee, sign the form, and submit the completed form to the program dean.