

School of Nursing Policy UG-05

## Undergraduate Academic Advising

---

### **Effective Date**

Spring 2010

### **Last Revision Date**

4/1/2022

### **Responsible Party**

School of Nursing Undergraduate Program Directors, Faculty, and Student Services

### **Scope and Audience**

Students enrolled in the Undergraduate Program (RNBS and Pre-Licensure tracks) in the School of Nursing.

### **Additional Authority**

BSU: Academic Advising Responsibilities (Policy 4010), Academic Advising Administrative Responsibilities (Policy 4020), Assessment of Advising (Policy 4030)

---

## **1. Policy Purpose**

The School of Nursing at Boise State University believes that academic advising and Student Services are a vital student-centered and learner-driven part of the educational process. Through intention and design, advising facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development towards academic success and lifelong learning.

## 2. Policy Statement

### Advising Mission Statement

Advising is an intentional and collaborative process in which advisers use their knowledge of the university and School of Nursing to enhance students' educational and career opportunities for professional development throughout their educational experience.

Academic advising exists to:

- Ensure students are aware of required classes for graduation and educational interests through support advising and to
- Support career development and progression in the program

### School of Nursing Advisor/Student Services

SON Advising through Student Services helps facilitate progression and complete necessary documentation such as satisfactory academic progress appeals, as needed. They serve as a liaison between students and School and University entities.

### Academic Advisor Responsibilities in the Advising Process

Each student in the undergraduate nursing program at Boise State University School of Nursing will be assigned to an Academic Adviser in the department.

Academic advisors help students with course selection and ensure students have completed forms and documentation of courses required for Nursing program graduation.

### Student Responsibilities in the Advising Process

The Academic Advisement Report (AAR) is an official record of the student's progression toward a degree. The AAR is accessible in [my.boisestate.edu](http://my.boisestate.edu). Students are responsible for ensuring their major is listed correctly and for monitoring the accuracy and completion of their Academic Requirements.

The AAR should be reviewed with their Academic Adviser during each advising appointment and questions should be discussed regarding course work and academic adjustments initiated through the School of Nursing. Questions regarding all other entries should be directed to the Registrar's office via the link available on the AAR.

Students are responsible for updating their student record with any changes to their address, email address, and or phone number by going to the Student Center at my.boisestate.edu.

### **Student Rights in Advising Process**

Each student has the right to:

- Access an Academic Adviser who is knowledgeable about the advising process and program requirements.
- Academic advising that supports program goals and the student's personal educational goals.
- Access and review their student file with assistance of the Academic Adviser, or the Program Director.

### **Contact Information**

Telephone or personal appointments are available. Please contact the department for routing to the appropriate adviser: 208-426-4072.

## **3. Forms**

Academic Advisement Report

Second Degree Seeking Form

Academic Adjustments Form

Credit for Prior Learning Form

## **4. Related Information**

BSU: [Academic Advising Responsibilities \(Policy 4010\)](#), [Academic Advising Administrative Responsibilities \(Policy 4020\)](#), [Assessment of Advising \(Policy 4030\)](#)

CHS: None

SON: None

## **Last Review Date**

4/1/2022

## **Revision History**

Spring 10, Spring 11, Fall 2014, Spring 2015, Spring 2016, October 2018, July 2019, June 2020, July 2020, June 2021, 1/27/2022 (policies UG-18 and RN-BS 1 combined), 4/1/2022