

ADVISING POLICY			
<b>Effective Date</b>	24 May 2019	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Director, Student Experience	<b>Cross-Reference</b>	<ol style="list-style-type: none"> <li>1. Students Rights and Responsibilities</li> <li>2. Advanced Standing Policy</li> <li>3. Registration Policy</li> <li>4. Course Management Policy</li> <li>5. Confidentiality of Student Records Policy</li> </ol>
<b>Approver</b>	Academic Council	<b>Appendices</b>	Appendix 1
<b>Review Schedule</b>	Every 5 Years		

## 1. Policy Statement

1.1. Advising is a key resource to post-secondary institutions and their students. Northwestern Polytechnic (“NWP” or the “Polytechnic”) is committed to providing students the advising resources needed to make sound, informed decisions on their educational goals and future.

## 2. Background

2.1. The Advising Policy is designed to provide guidelines around expectations and responsibilities of the Advisor and of the student.

## 3. Policy Objective

3.1. To define and outline the roles, responsibilities and relationship of the Academic Advisor, the Faculty Advisor and the student.

## 4. Scope

4.1. This policy applies to Faculty Advisors, Academic Advisors, and Students.

## 5. Definitions

5.1. “Academic Advisor” is an advisor within Student Services who focuses on students admitted into a University Transfer program and are planning on transferring to another institution after three (3) – sixty (60) credits of coursework with NWP, or students who have been admitted into Open Studies.

- 5.2. "Academic Probation" is the practice of allowing a student to continue studies for one year under a contract signed with the Admissions office, following an academic year of full-time study that has resulted in a Grade Point Average lower than 1.0.
- 5.3. "Advanced Standing" is the evaluation of course work from Transfer Credit, Challenge Exam, Prior Learning Assessment Recognition (PLAR) or Approved Equivalent NWP Course. (See Advanced Standing Policy)
- 5.4. "Advisor Notes" are documented advice provided to the student which outline declared program goal and transfer institution discussed during an advising session.
- 5.5. "Advisor(s)", as referenced in this policy, will pertain to both Academic Advisors and Faculty Advisors.
- 5.6. "Faculty Advisor" is an advisor within a department who focuses on students admitted into a NWP certificate or diploma program, or students who have been admitted to certain NWP Collaborative Degree programs. (e.g. Nursing)
- 5.7. "Flagging Rubrics" is a list of circumstances that may have the potential to affect a student's academic success.
- 5.8. "Holistic Advising" is the practice of giving advice with a focus on numerous aspects of a student's life. The Advisor discusses long-term goals, work/school/life balance and creates a plan with the student with strategies and tips on how to become a successful student after identifying varying factors of the student's individual circumstances.
- 5.9. "Partner Institutions" are institutions that have a developed relationship with NWP for program transferability, course transferability, block transfers or Memorandums of Understanding.
- 5.10. "Student" is an individual who has been admitted to NWP on either a part-time or full-time basis.
- 5.11. "Transfer Institution" is the institution to which the student has decided to transfer after the completion of course work at NWP.

## 6. STUDENT RESPONSIBILITIES (also see Student's Rights and Responsibilities Policy) It

**is solely the responsibility of the student to:**

- 6.1. ensure that they are in the correct courses for their educational goal.
- 6.2. ensure that the courses they select, transfer to their desired Transfer Institution.
- 6.3. complete any paperwork/follow-up/course registration plans given during a meeting with an Advisor.
- 6.4. research the requirements of the intended Transfer Institution and desired program.
- 6.5. thoroughly read all documentation provided by NWP and Advisors.

- 6.6. inform Advisors of changes in class schedule, program goal or institutional transfer goal if they are seeking advice from Advisors.
- 6.7. provide accurate, truthful and current documentation and/or information of previous postsecondary coursework/history in order for the Advisor to advise appropriately.
- 6.8. seek Advanced Standing for University Transfer programs from the institution to which they are planning to transfer.
- 6.9. provide appropriate documentation/information to Admissions in The Registrar's Office in order to receive Advanced Standing towards a NWP credential.
- 6.10. ensure that they have successfully completed any pre-requisites for courses they need or want to take.
- 6.11. educate themselves on the rules and regulations of NWP as well as the institution in which they are planning on finishing their educational goals.

## 7. ACADEMIC ADVISOR RESPONSIBILITIES

**It is the Academic Advisor's responsibility to:**

- 7.1. help students to make informed choices about their specific program and courses.
- 7.2. follow a Holistic Advising approach where appropriate.
- 7.3. assist students with the processes and procedures necessary for course scheduling, registration, withdrawal, course and program options, and academic regulations and procedures.
- 7.4. refer students to the appropriate department, institution or service for questions that are out of the advising scope.
- 7.5. maintain confidentiality of student information and records as deemed appropriate by NWP policies. (See Confidentiality of Student Records Policy)
- 7.6. maintain relationships with Partner Institutions to help with student mobility.
- 7.7. refer to the Alberta Council on Admissions and Transfer (ACAT) and the Alberta Transfer website for accurate and current transfer agreements amongst Alberta institutions.
- 7.8. act as an advocate and support person for students where situations warrant.
- 7.9. provide students with a timetable/course registration plan, which is created with the student for use as a guide for online registration.
- 7.10. liaise with department representatives and Faculty Advisors on student matters where appropriate.
- 7.11. communicate with departments on changes or issues that may affect a student's academic path.

- 7.12. provide up-to-date, accurate information on rules and regulations for NWP.
- 7.13. meet with students on Academic Probation.
- 7.14. provide information to transfer students regarding the Transfer Institution's policies, procedures, rules and regulations to the best of the Advisor's ability based on information present at time of advising session. Academic Advisors are not responsible for final decisions made by the Transfer Institution on course transferability, changes to program structure, suspensions or additions of requirements.
- 7.15. stay up to date on the University of Alberta's programs by reading the Governance reports made available on the University of Alberta's website. Academic Advisors will assist with program planning for transfer to other Alberta institutions based on what is available on the Alberta Council for Admissions and Transfer website, the Partner Institution's website or separate agreements or program plans developed in collaboration with the Transfer Institution. Academic Advisors are not responsible for final decision made by the Transfer Institution.
- 7.16. provide students who are planning to transfer outside of Alberta with the steps they must take to continue with their educational goal.
- 7.17. provide resources for career planning and academic planning.
- 7.18. keep detailed Advisor Notes on each student visit.
- 7.19. flag students that are deemed at risk of academic failure by following Flagging Rubrics. (See Appendix 1)
- 7.20. provide drop-in advising during busy times of the academic year.
- 7.21. provide scheduled advising times throughout the academic year.

## 8. FACULTY ADVISOR RESPONSIBILITIES

### **It is the Faculty Advisor's responsibility to:**

- 8.1. help students make informed choices about their specific NWP program and courses.
- 8.2. follow a Holistic Advising approach where appropriate.
- 8.3. assist students with the processes and procedures necessary for course scheduling, registration, withdrawal, course and program options, and academic regulations and procedures.
- 8.4. maintain confidentiality of student information and records as deemed appropriate by NWP policies.
- 8.5. refer students to the appropriate department, institution or service for questions that are out of the faculty advising scope.
- 8.6. liaise with the Registrar's Office and Academic Advisors on student matters when

deemed appropriate.

- 8.7. communicate with the Registrar’s Office on changes or issues that may affect a student’s academic path.
- 8.8. provide up-to-date, accurate information on rules and regulations for NWP.
- 8.9. keep detailed Advisor Notes on each student visit.
- 8.10. flag students that are deemed at risk of academic failure by following Flagging Rubrics.
- 8.11. attend faculty advisor training on a minimum basis of once every three academic years.

## 9. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council	<ul style="list-style-type: none"> <li>• Recommend and formally support this policy.</li> </ul>
Provost and Vice-President Academic	<ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> </ul>
Director, Student Experience	<ul style="list-style-type: none"> <li>• Clearly define the roles and responsibilities of all those involved in the implementation and/or monitoring of the policy requirements.</li> </ul>

## 10. Exceptions to the Policy

- 10.1. Some Faculty Advisors will be considered appropriate to advise students on University Transfer programs and/or collaborative degree offerings. These Faculty Advisors will ensure they follow the same responsibilities (as outlined in this policy) as the Academic Advisors when advising on transfer programs.
- 10.2. Certain NWP credential requirements may be waived/changed at the discretion of the department that is responsible for the program. Students looking for exceptions to program, course rules or lay-out, or pre-requisite requirements, must consult with the Department Chair.
- 10.3. Other Exceptions may be dealt with on a case-by-case basis.

## 11. Inquiries

- 11.1. Inquiries into this policy can be brought to the attention of the Director, Student Experience.

## 12. Amendments (Revision History)

## Appendix 1 – **RUBRICS FOR FLAGS**

### **RED FLAGGED**

- Academic Probation Students
- Accessibility Students
- Students who have disclosed severe or worrisome Mental Health issues (example: suicidal, wants to drop out because of depression, anxiety)
- Student in Crisis (example: disclosed relationship issues, medical issues that have not been identified as a disability)
- Any student that we referred to a psychologist

#### Faculty:

- Same as above

Review to be completed minimum once a month

- Once prior to last day to withdraw without Academic penalty.
- Once at the end of September/beginning of October
- Once shortly before Final Exams

### **YELLOW FLAGGED**

- Working full time and going to school
- Single parent or dependant responsible with little to no support
- Overloaded students
- Timetable concerns
- Alberta Works
- Student Athletes
- Band-funded students
- Students who are adjusting to new environment; with little to no support
- Students moving from northern rural communities to city for first time
- Students who did poorly in first year but are not on academic probation (Current 1.0-1.5 GPA)

## ADVISING POLICY

### Faculty:

- Same as above, PLUS
- Attendance
- Assignment completion
- Feel somehow concerned - intuition

### Review to be completed once per semester

- Once prior to last day to Withdraw without Academic Penalty

### **GREEN FLAGGED**

- Everything seems good. Students seems prepared and ready for school.