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Policy Name: Academic Advisement and Support Services  
Policy Number: ADM 2.05  
Title of Policy Owner: Dean of Student Services  
Approved by: Policy Committee/Administrative Cabinet  
Effective Date: 8/1/2020  
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 the Office of Student Success
- III. Scope  
For all enrolled students at Bon Secours Memorial College of Nursing
- IV. Definitions  
Peer Academic Support Services (PASS): tutoring
- V. Policy Details  
Services for students encompass academic success advising and support to help students meet their educational goals. The Office of Student Success is comprised of a director, success advisors, peer academic support, and test proctors. Student Success partners with the administration in these efforts of student support.

Student Success oversees academic advising and counseling, peer academic support services (PASS), access and accommodation requests, referrals for personal counseling and needs-based programming (individual and group workshops addressing study skills, test taking strategies, time management, stress management and related topics).

Success advisors work individually with students at the start of their nursing education and throughout their entire academic journey. They assist students in developing skills and strategies which foster independence: active learning,

academic success, progression, timely degree completion, and achievement of their education goals. Advisors serve as a vital connection between the student and the college resources available and support relationship building with faculty. The success advisors consult with faculty on the Orientation class for new students each semester. Success advising is required of each student.

VI. Attachments

None

VII. Related Policies

ADM 2.06 Satisfactory Academic Progress

ACA 2.02 Academic Progression

ACA 3.02 Curriculum Planning

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, 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	2/18/2020	Revised and new template	Dean of Student Services