Assignment and Responsibilities of Faculty Advisors

Policy and Procedure
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Assignment and Responsibilities of Faculty Advisors

Policy and Procedure

**Policy:** Each graduate student must be assigned a faculty advisor upon admission to an OUCN program.

**Purpose:** The Assignment and Responsibilities of Faculty Advisors policy and procedure are intended to ensure graduate students get the needed faculty support needed for progression.

**Scope:** Office of Student Affairs, Graduate Students
Assignment and Responsibilities of Faculty Advisors Procedure

*Initial Assignment*
1. The OUCN Academic Affairs Committee, upon offering admission to a program/plan assigns a faculty advisor to each graduate student. On occasion students request reassignment to another Faculty Advisor. The Office of Student Affairs with direction from the Office of Academic Programs handles reassignment of faculty advisors and notice to all parties.

*Re-Assignment*
On occasion students request reassignment to another Faculty Advisor. The Office of Student Affairs with direction from the Office of Academic Programs handles reassignment of faculty advisors and notice to all parties.

1. The Office of Student Affairs receives a student request for a new Faculty Advisor.
2. The Office of Student Affairs discusses replacement options with the Office of Academic Programs.
3. The recommended Faculty is presented with a request to take a new advisee.
4. If agreeable, the student is informed of the reassignment. If not agreeable, a new Faculty is identified and asked to take on the new advisee.
5. Once the new faculty Advisor is identified and the student is informed the previous Faculty Advisor is informed.
6. All electronic and hard-copy records are adjusted to reflect the new Faculty Advisor.

*Faculty Advisor Responsibilities:*
1. Meet with students at the beginning of the program and develop program plan. (See NCURR012 Program Plan for further information).
2. Determine future meeting times and methods between advisor and student meeting the student needs.
3. Update Program Plan each semester to reflect student progression.
4. Provide assistance as need if student is having difficulty in a course, wants to withdraw or change programs. (Information gathered should be documented in the program plan as necessary)
5. Request assistance from Student Affairs if needed.
## Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>7/27/2011</td>
<td>Initial Release</td>
<td>Shawn Elwell</td>
<td>Assistant Dean for Student Affairs</td>
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<td>2.0</td>
<td>1/10/2012</td>
<td>Reviewed and approved</td>
<td>Faculty Assembly</td>
<td>Assistant Dean for Student Affairs</td>
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<td>3.0</td>
<td>1/21/2015</td>
<td>Reviewed per cycle and approved as is.</td>
<td>Sandra Fix</td>
<td>Assistant Dean for Student Affairs</td>
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