



ACADEMIC ADVISING POLICY

1.0 GUIDING PRINCIPLE

The New Brunswick College of Craft and Design (College) is dedicated to support students in their programs of study through a formalized academic advising process.

2.0 POLICY STATEMENT

The College assists students in their pursuit of career goals and learning by:

- Providing Academic Advisors to each student for the duration of their studies;
- and having remedial support strategies in place for students at risk.

3.0 PURPOSE

This procedure ensures that every student receives academic advice and referral services that facilitate student academic success.

4.0 SCOPE

The scope of this procedure begins with the assignment of **Academic Advisors** (AA) and ends when students are no longer registered at the College.

5.0 DEFINITIONS

Academic Advisor

Studio Coordinator or an instructor who advises, counsels and coaches students in their creative and academic development.

Advanced Standing

Credit granted to a student towards certification as assessed through PLAR.

Course Challenge

Credit granted when a student has demonstrated, through a test created by a subject matter expert, that they previously achieved the skills/knowledge contained in the learning outcomes of a course.

Curriculum Standard

An official document that contains all pertinent information required for program delivery.

Individual Learning Plan (ILP)

A plan established through academic advising of an approved path to reach a specific learning goal, that must be approved by the Registrar's office.

Prior Learning Assessment and Recognition (PLAR)

Evaluation and recognition of formal, non-formal, and informal learning that can result in academic credit.

Program

A collection of courses leading to certification that satisfies the requirements of an approved curriculum standard.

Program Alteration

Used in extraordinary circumstances allowing a student in good academic standing to vary a program map by up to 20%.

Program Map

A series of approved courses within a curriculum standard that indicates the progression and requisite courses.

6.0 WORKFLOW

6.1 Assignment of Students

- Studio Coordinators (SC) are the AA for students within their programs.
- Other instructors may be assigned AA duties by the Dean or Associate Dean.

6.2 AA Duties and Responsibilities

- i. It is the Dean or Associate Dean's responsibility to ensure that all AAs are informed of the academic policies and procedures of the College.
- ii. AAs maintain a file for each student that includes the student's learning plan(s), transcript(s), schedule(s), warning(s), records of any concerns/meetings and any other relevant information such as disclosed learning issues or special considerations.
- iii. All information is confidential and AAs will adhere to the [Right to Information and Protection of Privacy Act \(RTIPPA\)](#) and the [Personal Information Protection and Electronic Documentation Act \(PIPEDA\)](#). AAs will keep any student information, academic or personal, in a secure cabinet.
- iv. AAs are required to advise students for academic matters only; for personal/medical issues, students are encouraged to speak with the College Counsellor.
- v. AAs must bring forth any serious issues immediately to the Dean or Associate Dean, or Student Services as applicable.
- vi. The fundamental role of the AA is to support students' successful path to certification.
- vii. Once a student is no longer registered at the College, AAs must ensure secure disposal of any advising files, following the Student Records policy.

6.3 Progress to Certification for Individual Learning Plans (ILP)

- i. Students' progress to certification is recorded by the AA on an Individual Learning Plan (ILP).
- ii. An ILP documents when a student varies a program map through:
 - Advanced Standing;
 - Prior Learning Assessment and Recognition (PLAR);
 - Course challenge;
 - The 20% rule; and/or
 - Taking longer to complete a program of study.
- iii. An ILP must be completed in the period of time specified in the [Accommodations Policy](#).

For further information, refer to the College's Certification policy and PLAR Policy.

6.4 Initial Meetings

- AAs in the diploma and ASP program will meet their assigned students within the first two weeks of the academic year.
- AAs in the Foundation Visual Arts (FVA) program will inform all students in the first week of each term that they are welcome to request an initial meeting with their AA.
- The FVA AA will respond to requests for initial meetings, set meetings, and host requested meetings within 5 business days of the original student request.

At these meetings, the AA will review:

- Role of the AA;
- College life;
- Program Map;
- Schedule;
- Relevant academic policies;
- Information on counselling services at the College; and
- Any other pertinent information.

6.5 Subsequent Meetings

- i. AAs in the Diploma and ASP program meet their assigned students at least once during the first month of the winter and spring terms, and as required.
- ii. FVA AAs may request a follow up meeting and/or a series of meetings with students throughout the term, based on perceived need and Academic Warning recommendations.
- iii. Students may request follow up meetings and/or a series of meetings with their AA, which will be accommodated as frequently as possible, allowing for balance with fellow student's needs.
- iv. All AAs will be available to students during their office hours and respond promptly to any student inquiries.
- v. At each meeting, the AA will discuss students' progress to certification and assist in student issues and/or refer students to the Dean, Associate Dean, Learning Strategist, and/or College Counsellor as required.
- vi. AAs are required to document all significant academic advisement meetings with students. Documentation is held in accordance with the Student Records Policy.

Policy custodian: Jared Peters