



## ACADEMIC ADVISING NOTES

### General Guidelines

Academic advising notes allow for both advisors and students to keep track of important conversations, information, and documentation. When students have multiple advisors and people in their success network, it is imperative that all parties leave notes on student interactions so that the support provided to a student is coordinated.

The content of an advising note should communicate:

- What was the student seeking help with?
- What steps were taken to address the student's concerns?
- What advice and recommendations were made?
- What are agreed upon follow-up actions? What referrals were made?
- Summarize what you discussed as it relates to the student's academic success

**Please Note:** Advising notes in Navigate are part of the student's official educational record and are therefore open to the student and can be subpoenaed.

#### General Guidelines

- If in doubt, leave it out.
- Describe; do not evaluate or judge
- Do not include any information on student conduct, disabilities and/or medical information. You may make vague references such as "student expressed concern about a health challenge that is making it difficult to attend class."
- Ask yourself – Would you send this note directly to the student and their lawyer?
- You may only access advising notes when engaged in advising. It is an access violation if, for example, a faculty member has a student in class they are concerned about and accessing advising notes to get a better picture of the student's experience.

#### Do Include

- Lists of approved courses and alternative options
- Action items and reminders
  - Student will check on and resolve financial aid hold prior to registration date of 3/29/22.
- Possible consequences of not following given advice
  - Discussed the need to earn a 2.0 GPA this semester to avoid being academically dismissed at the end of this term.
- Notes that will help the advisor (and others) recall and understand advice that was given.
  - Student is taking additional MUS course for personal interest and possible minor
  - Student chose to enroll in MATH XXX even though they have AP credit to ensure they have foundational math information for next course.

- Referrals to campus resources
  - Referred to faculty advisor to discuss graduate school options
  - Referred to DRC to discuss possible accommodations
- Comments that may help you or others with future interactions
  - Student is interested in earning a Ph.D. in genetics
  - Student would like to participate in study abroad

#### Do NOT Include

- Personal judgements
  - Student is academically unmotivated
    - Alternate: Student indicated they are having a hard time finding the motivation to attend class
  - Student is unprepared to college-level work
    - Alternate: Student is struggling in English course; recommended student seeks tutoring in writing
- Comments regarding student's instructors
  - Student is dropping course because the teacher is not explaining material well
    - Alternate: Student will retake course in the winter with different instructor
- Comments on a medical diagnosis or possible diagnosis
  - Student shared they bi-polar disorder and will miss class due to treatments
    - Alternate: Talked with student about appropriate ways to let instructors know they will be missing several class sessions due to a health concern
- Comments on personal hardships or concerns
  - Student just broke up with significant other
    - Alternate: Student is dealing with personal challenges; referred to Counseling Center

#### Resources:

*Advising Notes Guidelines* Academic Advising Programs and Services, North Carolina State University

<https://advising.dasa.ncsu.edu/wp-content/uploads/sites/34/2018/08/Guidelines-for-Advising-Notes-2017.pdf>

*Introduction to Electronic Advising Notes*, University of Southern Maine

<https://usm.maine.edu/sites/default/files/facultycommons/Electronic%20Advising%20Notes%20Trainin%20g.pdf>

*Advising Notes: Best Practices Student Success Collaborative*, North Dakota State University

[https://www.ndsu.edu/fileadmin/enrollmentmanagement/ssc/NDSU\\_Advising\\_Notes\\_Guide.pdf](https://www.ndsu.edu/fileadmin/enrollmentmanagement/ssc/NDSU_Advising_Notes_Guide.pdf)