UNIVERSITY OF COLORADO
COLLEGE OF NURSING

STUDENT ADVISING NOTICE

Purpose: To alert a student who is not meeting the competencies of a course in an attempt to avoid further academic difficulty and provide additional advising and support if necessary.

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>First Name</th>
<th>ID</th>
<th>Date</th>
</tr>
</thead>
</table>

There is a concern about the student in the following course:

<table>
<thead>
<tr>
<th>Course Number NURS</th>
<th>Course Title Advanced</th>
<th>Section/Faculty</th>
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</thead>
</table>

Student Program:
- BS Traditional
- BS Accelerated
- RN-BS
- MS
- BS-DNP
- DNP
- PhD
- Post Graduate Certificate
- Non-Degree

CONCERN: To be completed by Course Coordinator. Clinical faculty may add attachment as necessary.
Timed-Specific agreement needs to be drawn up and agreed upon by the Course Coordinator and Student. To the Student: If you have not discussed the course concern with the Course Coordinator and your advisor, it is recommended that you do so at once.

Substantiating Documentation/Rationale of concern: (Add attachment(s) if needed)

RECOMMENDED COURSE OF ACTION (Add attachment(s) if needed)

The student, in conjunction with faculty, will:

Be the nurse that everyone looks to first.
END OF COURSE FOLLOW UP and OUTCOME

Process for initiating the Student Advising Notice:

1) **Original documentation:** The original Student Advising Notice will remain with the initiating faculty for completion of the End of Course section. Provide a copy of the original form to staff of the appropriate program office. A copy of the original form will be distributed by staff of the appropriate program office to the:

<table>
<thead>
<tr>
<th>Student via email</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Advisor or Specialty Director via email</td>
<td>Date:</td>
</tr>
<tr>
<td>Assistant Dean Office of Student Affairs &amp; Diversity via email</td>
<td>Date:</td>
</tr>
<tr>
<td>Assistant Dean for Undergraduate or Graduate Programs</td>
<td>Date:</td>
</tr>
</tbody>
</table>

2) **Upon Course Completion:** The Student Advising Notice is to be filed with the appropriate program office upon completion of End of Course Follow Up section of the form. The Student Advising Notice will be maintained in the student’s academic file until the student is no longer enrolled in the College of Nursing, at which time the form will be destroyed.
Be the nurse that everyone looks to first.