

MSN Graduate Advising

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Issue #1

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**Sr. Reviewer: Graduate Advisor/MSN
Programs Director**

Purpose

Graduate advising supports student success in online graduate nursing programs through structured, accessible, and consistent guidance that facilitates progression toward degree completion. Advising in the fully online format emphasizes student autonomy, timely access to information, and proactive monitoring of academic progression.

Policy

It is the policy of the School of Nursing (SON) that graduate advising in fully online programs be delivered primarily through virtual, asynchronous, self-paced advising modules, supplemented by synchronous virtual meetings as needed. Advising occurs prior to program entry and continues throughout the student's enrollment to support academic planning, progression, and compliance with program requirements.

Procedure

I. MSN Graduate Advising

A. MSN Graduate Advising Structure:

1. Asynchronous Advising

- a. All graduate students are required to complete designated virtual, asynchronous advising modules once per semester prior to registering for upcoming coursework.
- b. Advising modules provide guidance on degree plans, progression requirements, clinical expectations, registration timelines, and relevant SON and Graduate College policies.
- c. Completion of the required advising module serves as the primary mechanism for advising participation in the online program.

2. Synchronous Advising (As Needed)

- a. Students may request a Zoom meeting with either the MSN Programs Director or their Track Coordinator to address individual concerns related

to progression, academic difficulty, clinical requirements, or program planning.

- b. Synchronous advising is optional and scheduled based on student need rather than as a routine requirement.

3. **Required Advisor Approval**

- a. Students must obtain approval from the MSN Programs Director or Track Coordinator prior to:
 - i. Changing enrollment status (e.g., full-time to part-time)
 - ii. Withdrawing from a course
 - iii. Requesting a leave of absence
 - iv. Making any change that affects program progression

4. **Advising Compliance**

- a. Students who do not complete the required advising module by the established deadline may have a registration hold placed on their account until advising requirements are satisfied.

5. **Advising Timeline**

Advising modules will be made available prior to registration periods according to the following schedule:

- a. **New Students:** Upon admission, with review and selection of the degree plan.
- b. **Advising for Spring Registration:** September 15–October 15
- c. **Advising for Summer/Fall Registration:** February 15–March 15
- d. **Graduation Advising:** December 1–10 for degree audit and graduation check-in

6. **Program Oversight and Documentation:**

- a. Initial advising completion is documented electronically in Canvas through an attestation.
- b. Subsequent advising each term is documented electronically in Canvas through an attestation.
- c. Program leadership monitors advising participation and progression indicators to identify students who may benefit from additional support.
- d. For students with revised degree plans (changes might include the student dropping or course failure) review each student's previous degree plan updates on file in the track specific advising folders Teams.
- e. The MSN Director or designated MSN Graduate Programs Advisor may also log into Degree Works and review the student's degree audit for course completion, grades, and GPAs to ensure the student is in good academic standing and progressing as expected.

- f. Advising data is used to inform ongoing program evaluation and improvement.

B. Transfer Credit Advising and Guidelines:

1. Requesting Transfer Credit

- a. When students request transfer credit, they must send an email to the MSN graduate advisor (MSN Programs Director) requesting classes for transfer.
 - i. The student must attach a syllabus and unofficial transcript copy reflecting each course for which transfer credits are requested.
 - ii. The Graduate advisor should screen these courses for a match of didactic and equivalent practicum hours as applicable.

2. Maximum Transfer Credit Allowable Per Program:

- a. For the MSN programs the following hours are the maximum allowed for consideration:
 - i. **LAN:** Up to 6 credit hours
 - ii. **PMH:** Up to 9 credit hours
 - iii. **FNP:** Up to 12 credit hours
 - iv. **Post Masters:** None

3. Timeline for Credit:

- a. **Advanced Pharmacology:** Must have been taken within the past 2 years or actively working in APRN practice.
- b. **Advanced Pathophysiology and Advanced Health Assessment:** Must have been taken within the past 3 years or be actively working in APRN practice.
- c. **Other Didactic Courses:** Up to 4 years maximum but based on relevancy of information and guidelines presented. These will be examined on a case-by-case basis.
- d. **Clinical Practicum NP Courses:** These are non-transferrable.

C. Delegations to Administrative Assistant/Personnel:

- 1. When there is a Graduate Administrative Assistant (GAA) and/or an Admission, Progression and Retention Coordinator for the MSN Graduate programs, he or she may assist with the following for graduate advising:
 - a. In each student permanent (electronic) file in the restricted Teams file, create, modify and maintain student information, communicating to the MSN Programs Director and Track Coordinators any changes.

- b. File degree plans and advising documentation in the Teams files upon request of program coordinator/advisor
- c. Assist with advising emails and scheduling students to meet with advisor as needed.
- d. Place or lift advising holds once the student is in compliance with advising requirements.

Resources: Graduate Advisor Resources and Policies from the Graduate College can be found here: <https://www.gradcollege.txstate.edu/faculty-staff/guide.html>