

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: ACADEMIC ASSISTANCE

The Good Samaritan College of Nursing and Health Science has a full time Learning Specialist. The Learning Specialist provides academic assistance to students one-on-one or in groups. A main goal is to facilitate the academic success of students.

Participation in the program is voluntary and open to all students. The student's right to privacy is respected.

PROCEDURE:

1. Students are oriented to the Learning Specialist role and services when entering the college.
2. Faculty are to inform the student if they are making a referral.
3. Faculty may refer students by completing the referral form, e-mail or by phone. Faculty referral forms are available on the Infonet J:\College Information & Forms\Student Services\SSP Academic Referral Form.
4. Faculty will be informed that student is following up on referral.
5. Students initiate appointments through written communication, telephone or E-Mail.
6. Office hours are posted; however, office hours are flexible according to the situation. The Learning Specialist office is located in Room 973.24.
7. If an appointment must be canceled, 24-hour advance notice is requested.
8. Students who have special learning needs may be referred to outside resources for assessment.

Approved By:  Date: 10/03/2009

Effective Date: 10/8/07

Review/Revision Dates: 12/04; 1/07; 10/07; 9/09

Responsible Committee: Student Services

**STUDENT SUCCESS PROGRAM [SSP]
GOOD SAMARITAN COLLEGE OF NURSING
ACADEMIC REFERRAL FORM**

STUDENT'S NAME: _____ **DATE:** _____

LEVEL: _____

ASSISTANCE NEEDED:
(Please X all that apply.)

Learning Specialist

_____ **COMPREHENSION SKILLS**

_____ **LANGUAGE SKILLS**

_____ **STUDY SKILLS**

_____ **TEST TAKING SKILLS**

_____ **OTHER**

Department Chairperson

_____ **NURSING PROCESS**

_____ **MEDICAL TERMINOLOGY**

_____ **CONCEPTUALIZATION**

_____ **ORGANIZATION**

_____ **OTHER**

COMMENTS:

FACULTY NAME: _____

(Please X all that apply.)

_____ **INSTRUCTOR**

_____ **ADVISOR**

_____ **DEPARTMENT CHAIR**