

Faculty Advising Report Form

As part of our work together as advisor and advisee, I am responsible to submit a report reviewed by the various administrative offices that attend to student development, academic progress and retention. This form does at least two things: it tracks who is making appointments with their advisors and who is not, and it provides us with an opportunity to talk about how you are doing. You should plan to talk with me about these areas listed below.

Basic Information

- Student Name
- Adviser name
- Adviser's Email
- Select one:
 - I was able to connect with my student for advising
 - I was not able to connect with my student for advising

Retention Questions

Advisors are asked to note if there is “concern,” things are “going well,” or provide comments in the following areas:

1. Academic Performance
2. Course Availability/Schedule
3. Family Commitments
4. Finances
5. Health (emotional & physical)
6. Spiritual Growth
7. Personal Schedule
8. Satisfaction with Advising
9. Vocational Discernment
10. Work/Time Constraints
11. Other

Advising Progress Notes

1. Student's current spiritual formation goal.
2. Growth toward educational goals in the areas of knowing, being, and doing.
3. Areas of challenge to be addressed.
4. Plans to support growth and/or address challenges.
5. Plans for degree completion (i.e., graduation date or possible planned leave of absences).