



 Policies

# Advising and Counseling Policy

Procedures for Supporting Student Success Through Academic and Career Guidance

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 Version 25.1

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<b>PURPOSE</b>	The purpose of this policy is to define the procedures and standards for providing academic advising and student counseling services that support student success, retention, and overall well-being at Intellectual Point.
<b>RESPONSIBLE AUTHORITY</b>	The Associate Director of Compliance is responsible for the oversight and administration of this policy.
<b>IMPLEMENTATION</b>	Implementation of this policy is carried out by academic advisors, counseling staff, and designated faculty members trained to provide appropriate support and referrals.
<b>APPLICABILITY</b>	This policy applies to all students enrolled at Intellectual Point and to all personnel involved in the provision of advising and counseling services.
<b>EFFECTIVE DATE</b>	<b>August 1, 2025</b>

## POLICY

### 1. Adherence to ACCSC Standards

It is Intellectual Point's commitment to adhere to the Accrediting Commission of Career Schools and Colleges (ACCSC) standards for Student Advising and Counseling:

- a. The school is attentive to its students' educational and other needs as a means to support retention, maintains written policies and procedures addressing student services, and makes students aware of such services.
- b. The school maintains adequate student services and resources that support its students in maintaining satisfactory progress, achieving successful educational and student achievement outcomes (i.e., knowledge and skill attainment, retention, graduation, and employment), and making informed decisions concerning training and employment.
- c. The school maintains a student services program that takes into account the number of programs, and size and mix of the student body and that responds to individual student needs:
  - I. The student services program must be coordinated by an individual with appropriate professional and educational qualifications.
  - II. The student services program must minimally encompass relevant coping skills (e.g., life, career development, budget, and personal financial planning skills); general development appropriate to higher education students; student retention strategies suited to the school's programs; academic advising; testing and tutoring services; supervision and monitoring of attendance records and leaves of absence; graduate employment

assistance; and information concerning housing, transportation, and child care.

III. Schools must have counseling services available to students when warranted and necessary, based on the student population and circumstances.

- An individual providing counseling services must have an appropriate license, credential, or training and work experience in the area of counseling.
- A school may contract with or refer students to an individual or service that is able to provide such counseling services as may be needed. Unless so qualified, an advisor may not perform the functions of a counselor and may not be referred to as a counselor.

d. The school maintains comprehensive documentation of student advising sessions.

e. The school continually monitors and addresses the students' needs for services as a means to assist students achieve successful educational and student achievement outcomes.

## 2. Student Services Responsibilities and Qualifications

The student services representative must hold a high school diploma at a minimum, have experience in the position, or have completed appropriate training. Responsibilities are included in the job description.

## 3. Qualifications for Personnel Providing Counseling Services

Intellectual Point does not provide counseling services and directs students to appropriate and qualified services provided in the local community.

## 4. Student Services Provided by Intellectual Point

- Coping Skills (life and career development)
- Student retention strategies suited to the school's programs
- Academic advising
- Testing and tutoring services
- Supervision and monitoring of attendance records and leaves of absence
- Graduate employment assistance
- Information concerning housing
- Transportation

## 5. Resources and References Provided by Intellectual Point

Student Services is required to provide students and personnel with a list of local resources to assist them in times of distress.

## 6. Documentation for Student Advising Services

Student Services advising is documented for all written communications between student services staff and the student to include email and documentation of phone calls.

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### EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the Senior Vice President for Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the Senior Vice President of Software Engineering via email, who will follow up accordingly.

### BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Operations and Management." Revisions to the funding need approval by the Chief Financial Officer.

### REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

### POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.