

COACHING POLICIES & PROCEDURES

UNG Academic Coaching Policies and Procedures

- ✦ Meetings typically last from 30-60 minutes per appointment.
- ✦ Meetings are held one-on-one, between the student and coach, unless an alternative arrangement has been discussed and agreed upon.
- ✦ For your convenience, students have a choice between an in-person or TEAMS meeting. For the most productive meeting, having your camera on will allow for maximum engagement.
- ✦ Arriving late to a scheduled meeting will reduce the allotted time in a coaching session.
- ✦ If you fail to arrive at your meeting (with no prior notice) within the 10-minute grace period, you will be marked as a 'no show,' and you will need to make another appointment. Any lateness should be discussed with the chosen ASC, and it will be at the discretion of the ASC to maintain the meeting time or ask you to reschedule.
- ✦ Missing 3 appointments, without providing notice to the coach, can result in a conversation to reevaluate service delivery.
- ✦ Coaching addresses topics that are related to your academic journey; referrals will be given if additional support, such as counseling and tutoring, is needed.
- ✦ If there is an immediate concern regarding the student's well-being and personal safety, then a referral to the Dean of Students will be submitted to ensure the proper support is in place.
- ✦ To ensure the academic success of the student, the coach may need to discuss academic circumstances with other professionals on the UNG campus. In doing so, every effort will be made not to disclose the identifying information of the student being discussed without expressed or written consent. However, there may be some situations in which it is necessary to share a student's information with other professionals. Circumstances can include:
 - ✦ If the coach is concerned the student is a danger to themselves or others
 - ✦ If the coach becomes aware of the student's involvement in abuse of children, elderly, or disabled persons.
 - ✦ If the coach is otherwise required by law to disclose information.

Student and Coaching Relationship:

- ✦ The relationship between the Coach and the student population is professional. The role of the Coach is to provide support services. The ASC does not accept social media friend/follower requests from their current coached students.

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Academic Coaching at academic.coaching@ung.edu.



BOOK AN APPOINTMENT WITH AN
Academic Success Coach

