

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Academic Advising</b>		<b>SOP #: SA.001.02</b>
Effective Date	02.01.2018	
Last Revision/Review	05.09.2023	

### **1. Purpose**

To outline and define the processes by which students are assigned to an Advisory College and Faculty Advisor, how advisor assignment changes are made, and the process when a student is no longer active at the College.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Assistant Vice President of Student Affairs, Associate Director of Student Affairs

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

- 1.1 The Office of Student Affairs keeps an updated list of all current students and their assigned faculty advisor in the Student Affairs Access Database accessible on the Student Affairs Shared Drive (I:).
- 2.1 Prior to matriculation, the Associate Director of Student Affairs will meet with the Assistant Vice President of Student Affairs regarding the distribution of advisees for the upcoming class.
  - a. The Assistant Vice President of Student Affairs will provide any changes in faculty roster (i.e., new faculty appointments, faculty no longer at Burrell, faculty in new roles, etc.) which will influence advising assignments for the upcoming academic year.
  - b. The Assistant Vice President of Student Affairs will provide the acceptable advisee load for each advisor based on agreements, taking into account the advisees the faculty already has from all other cohorts.
    - i. Non-senior faculty advisors in each advisory college will receive new incoming OMS-I student advisees every other year.
    - ii. Senior advisors will receive a few new incoming OMS-I students each year
    - iii. Advisors will keep their assignments throughout all four academic years, but have a reduced advising role when their advisees transition into clinical rotations in OMS-III and OMS-IV.
  - c. The Associate Director of Student Affairs obtains the final student roster to proceed with advisee-advisor assignments. The list must take into account new incoming students, students that have changed cohort and any continuing students whose advisor is no longer available.
  - d. Using the list of available advisors, and the list of all students the Associate Director of Student Affairs will distribute advisees among the advisors.

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- i. All students will be assigned an advisor within the Advisory College structure.
  - ii. New incoming OMS-I students will be assigned randomly among the available advisors
  - iii. Students returning to Burrell from Suspension or LOA, will remain with the advisory college and advisor they were previously assigned to, unless otherwise determined by the Assistant Vice President of Student Affairs.
- 3.1 Due to the structure of the Advisory Colleges, switching advisors will not be allowed unless approved by the Assistant Vice President of Student Affairs.
- 4.1 If a student desires to switch advisor, the following steps need to be completed:
- a. The student will need to contact the Office of Student Affairs and provide the reasoning for the desired change.
  - b. If approved by the Assistant Vice President of Student Affairs, the student must contact the faculty member in writing (e.g. by email) requesting the change.
  - c. If the faculty member approves, then the student must submit proof of the faculty member's approval to the Associate Director of Student Affairs. This can include forwarding or printing an email conversation wherein the approval is documented.
  - d. Once given proof of the approval, the Associate Director will make the requested change in the Access Database.
- 5.1 When a student is no longer assigned to an advisor, the Associate Director of Student Affairs will send a notification email to both advisors and the student: "OMS student (first name) (last name) has switched advisors to (new advisor) per student's request."
- 6.1 If the student's enrollment status becomes inactive, the assigned advisor will be notified with an email: "A change has been made in your advisee assignment. OMS student (first name) (last name) is no longer active."

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

Office of Student Affairs.

### **8. Signature**

Approved by	5.9.2023
Department Head of Student Affairs	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
05.09.2023	All	Adding process regarding assignments within the Advisory College structure		5.19.2023