

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Academic Advising		SOP #: SA.001.01
Effective Date	02/01/2018	
Last Revision/Review	12/01/21	

1. Purpose

To describe the process wherein student advisee are assigned to a Faculty Advisor, how advisor assignment changes are made, and the process when a student is no longer active at the College.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

Executive Director of Student Affairs, Assistant Director of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps

- 1.1 The Department Head 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 Assistant Director of Student Affairs will meet with the Executive Director of Student Affairs regarding the distribution of advisees for the upcoming class.
 - a. The Executive Director 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.)
 - b. The Executive Director 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.
 - c. The Assistant 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 Assistant Director of Student Affairs will distribute advisees among the advisors.
- 3.1 If a student desires to switch advisor, the following steps need to be completed:
 - a. The student must contact the faculty member in writing (e.g. by email) requesting the change.
 - b. If the faculty member approves, then the student must submit proof of the faculty member's approval to the Assistant Director of Student Affairs. This can include forwarding or printing an email conversation wherein the approval is documented.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

- c. Once given proof of the approval, the Assistant Director will make the requested change in the Access Database.
- 4.1 When a student is no longer assigned to an advisor, the Assistant Director of Student Affairs will communicate to all involved in one of the following manners:
- a. If the request was submitted by student, an email will be send to both advisors and the student will be copied in the email.
 - b. Email template:
 - i. “OMS student (first name) (last name) has switched advisors to (new advisor) per student’s request.”
 - c. If the student’s status becomes inactive, the advisor will be notified with an email including the following text:
 - i. “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

Signature on File	12/1/21
Executive Director of Student Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			