

**Number: 5.6**

<b>DESCRIPTION:</b>	<b>Academic and Career Advising Procedure for Students in the MD Program</b>		
<b>RESPONSIBLE:</b>	<b>STUDENT AFFAIRS AND ADMISSIONS</b>		
<b>PURPOSE:</b>	This process describes the process of career and academic advising for medical students.		
<b>FREQUENCY OF REVIEW:</b>	Annually		
<b>CREATED:</b>	October 1, 2020 approved by the Dean; 2020-2021	<b>REVISED:</b>	2024-2025

Career Advising

- Phase 2 campus assignments occur early in Phase 1.
- The Phase 2 campus dean (or designated career counselor on the Southeast (Fargo) Campus) serves as the career advisor throughout the student's enrollment in the MD program.
- In the situation in which the Phase 2 campus assignment changes, the student's career advisor changes to the campus dean of the newly assigned campus.
- All career advising meetings will be documented in the electronic learning management system under the student's academic portrait.

Academic Advising

- Students' academic advisor for Phase 1 will be the associate dean for the medical curriculum.
- Students' academic advisor for Phase 2 and 3 will be their Phase 2 campus dean.

MSPE Noteworthy Characteristics

- The Noteworthy Characteristics section of the MSPE will be written by the student's Phase 2 campus dean.
- A student may request that an alternate campus dean or the associate dean for student affairs and admissions write the Noteworthy Characteristics section of the MSPE by submitting a written request to the Office of Student Affairs and Admissions.

Advising Handoffs

- Anytime a student moves from one advisor to another, a person-to-person handoff between advisors must occur.

This includes:

- Academic advisor transition between Phase 1 and 2.
  - Career advisor transition in the case of a Phase 2 campus trade.
  - Change of an academic or career advisor for any other reason.
- Handoffs will be documented in the learning management system under the student's academic portrait.