

**Number: 5.6**

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

Career Advising

- MD students will be assigned their campus(es) for phase 2 and 3 early in phase 1.
- The phase 2 campus dean will begin serving as the career advisor for the student following this assignment and will continue as the career advisor throughout the student’s time in the MD program.
- If a student trades campuses for phase 2, they will also change to the new campus phase 2 career advisor.
- 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 Assistant 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.
- If a student wishes to request an alternate campus dean or the Associate Dean for Student Affairs and Admissions write this section of their MSPE, they may do so by sending a written request to the Office of Student Affairs.

Advising Handoffs

- Anytime a student moves from one advisor to another a person to person handoff between advisors must occur.
- This will include:

- 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
- This handoff will be documented in the learning management system under the student's academic portrait.