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advisee are assigned to a Faculty Advisor, how advisor assignment changes are made, and the process when a student is no longer active at the College.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
Associate Dean of Pre-Clinical Education, Assistant Director of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps
1.1 The Assistant Director 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 Associate Dean of Pre-Clinical Education regarding the distribution of advisees for the upcoming class.
   a. The Associate Dean of Pre-Clinical Education will inform Student Affairs if there are any changes in faculty roster (i.e., new faculty appointments, faculty no longer at BCOM, faculty in new roles, etc.)
   b. The Associate Dean of Pre-Clinical Education will inform Student Affairs of 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.
   e. When and if possible, assignments of advisees to advisors will be done based on which faculty interviewed the accepted student (this is recommended in order for students to be assigned to a faculty member with whom they already have had contact).
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.
   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 Pre-Clinical Education and Office of Student Affairs.

8. Signature

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<thead>
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<th>Signature on File</th>
<th>8/28/19</th>
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<tbody>
<tr>
<td>Vanessa Richardson, MAEd</td>
<td>Date</td>
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9. Distribution List
Internal/External
## 10. Revision History

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<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
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