

Applies To: Faculty & Students

Date of Revision: August 22, 2023

BACKGROUND:

Academic advising of PA students during their didactic year is paramount to their success in the program. Advising allows the student to learn their strengths and weaknesses and make appropriate changes necessary for successful coursework. Advising is needed to educate the student on study methods and habits and allows for referral to resources to aide in personal issues that could impact their progress **and success in the CMU PA Program.**

ARC-PA Standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

PURPOSE:

The purpose of advising is to take notice of struggles the student may be having, evaluate any academic concerns, and identify any physical or mental difficulties. Advisors can point out and implement new study strategies and guide the student toward other forms of counsel as a way of strengthening their academic performance. They may also identify areas of improvement for self-care and overall well-being.

POLICY:

Students will meet with their assigned advisor twice during each semester. Students who have obtained a course grade of a C in a previous semester course, will warrant at least 3 visits with their academic advisor per semester to keep track of progress and to discuss any further concerns. These advising sessions will be set and scheduled by the advisor and are strongly encouraged. Advisors will be available by appointment only for additional advising at the individual need of the student. All documentation of these meetings will take place in Typhon.

PROCEDURE:

At new-student orientation, students will be made aware of academic advising requirements. Furthermore, this information will be described in the student handbook. Students will be given the name of their assigned advisor within the first two weeks of Summer I semester. Advisors will schedule the first advisor/advisee meeting prior to midterms in Summer I and again before their final exams in that first semester. Students with a C in a previous semester course will warrant an advising meeting within the first two weeks of the new semester. Advisors will also be available at other times throughout the semester, at a mutually agreed upon time or during regular office hours, at the student's request. All meetings will be documented in Typhon. If an advisor identifies an area of concern that will require referral for personal issues that could impact their progress in the PA Program, immediate referral and or information will be given to the student (ARC-PA standard A3.10). All areas of concern will be documented in Typhon, the Program Director will be notified, and further follow up scheduled.

Approved by Faculty Executive Committee August 22, 2023



Didactic Year Advising Policy

Signature

A handwritten signature in black ink, appearing to read 'Debra Kimball-Christie', written over a horizontal line.

Date

Debra Kimball-Christie, M.S., PA-C

CMU PA Program Director