POLICIES AND PROCEDURES

SUBJECT: ACADEMIC ADVISING
ISSUE DATE: 8/13/19
SUPERSEDES ISSUE DATE: 2/15/18

Policy Title: Academic Advising

Policy & Procedure Statement:
Advising is one of the most important services provided by our faculty. Faculty advisors support and encourage academic and personal growth by providing guidance regarding academic planning, course prerequisites, elective selections, graduation requirements and career planning. Advisors also help resolve Academic Alerts and provide academic counseling throughout the academic year designed to enhance student success and help students progress toward graduation.

Idaho College of Osteopathic Medicine maintains an open door policy. Full-time faculty members are expected to be in their offices during posted office hours and available to meet with students by appointment at other times as necessary to accommodate their students’ advising needs. Ultimately, it is the student’s responsibility to get help when needed.

Advising Process

Each student is assigned a faculty advisor who provides academic guidance throughout the academic year as well as supportive care during the student’s time at ICOM. Even though assistance is provided for academic planning, students must be aware that they are ultimately responsible for staying on track with the academic program so that graduation requirements will be met.

The following is expected of all full-time faculty and coordinated through the Department Chair. Academic advisors will meet with their advisees once in a group
setting during orientation and at least once individually during the students’ first
semester at ICOM. During the rest of years 1 and 2, the first and second year students
will meet with their advisors at least once each semester and may be advised more
frequently. In order to facilitate this process, faculty are asked to:

• Obtain advisee names and email addresses from the ICOM Learning Management
  System (LMS).

• Email your advisees to identify yourself as their advisor and inform them of your
  role in their academic success.

• At least once each semester, encourage advisees to schedule a time to meet with you
to set and review educational objectives and assist with program planning, career
  planning and other matters of an academic nature.

• Students may be advised more frequently. In addition, many faculty hold review
  sessions, problem sessions and homework sessions in addition to their regularly
  scheduled office hours to increase student engagement.

• If you haven’t already done so, instruct students to thoroughly review the Academic
  Bulletin online. The Bulletin includes information on academic and general policies
  and procedures, expenses, financial aid, registration, course descriptions and their
  requirements at ICOM. Students are responsible for all relevant information.

All full-time students must be advised at least once each semester and may be advised
more frequently, but should meet with faculty no later than the fourth week of
instruction. Students scoring less than 75% in two or more courses will also be required
to meet with the Learning Specialists to develop a plan of action for regaining academic
success.

Students on academic probation will meet with their academic advisors at least once a
month, or more frequently as required by the Professionalism and Academic Review
Committee (PARC).

In addition to their role as academic advisors, faculty will also meet with non-assigned
students to provide additional help with course work. To ensure ease of scheduling,
faculty are asked to publish office hours for advisee meetings and other times when
they are available to students for any additional assistance in the LMS.
Academic Alert

Students who receive a grade of 75% or less in any integrated exam will receive an Academic Alert from the Educational Course Coordinator. The purpose of the Academic Alert is to inform the student of a potential problem while there is sufficient time in the semester to correct the deficiency. The Academic Alert is a signal to the student to meet with the instructor to discuss the problem and plan a strategy to ensure the student’s success in the class. Students are also recommended to contact their Academic Advisor and ICOM Learning Specialists for an individual meeting. The frequency of follow up meetings will be determined by the Learning Specialist.

Students on academic probation will meet with academic advisors at least once a month, or more frequently as required by the Professionalism and Academic Review Committee (PARC).

Approved by:

[Signature]

CAO/Dean  

Date  

8/20/19