![Meharry Medical College logo] **MEHARRY®** MEDICAL COLLEGE **POLICIES**	**Page 1 of 1**
	Effective Date: January 1, 2019
Retired:	**Revised:**
Approved by: **Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research**	
Subject: MMC PA Program Student Academic Advising and Notification Policy	

PURPOSE:

The purpose of this policy is:
The MMC PA program recognizes that student advisement and mentorship are essential components to successfully completing the rigorous curriculum of the program. Consequently, every student will be assigned a faculty advisor upon matriculation.

POLICY STATEMENT:

Individual academic advising sessions will be conducted on a determined schedule between the faculty advisor and the student. Additional individual advising sessions can be triggered by a failed exam, course average of ≤ 75%, failing a course or rotation, substandard mid or end of SCPE evaluation, or to address any other academic performance concerns. The course director will coordinate with the student's faculty advisor to schedule the student academic advisement meeting including student notification. Academic advising may occur through a face to face meeting, phone exchange, or email. The advisor or the course director may lead advising. Advising will include a description of the student's deficiencies with recommendations for improvement and/or additional assignments. The academic advising session will be documented for every advising session and placed in the student's file. Student attendance is required for all scheduled meetings.

During advisement sessions the following items may be discussed and recommended: voluntary referral to the Center for Educational Development and Support for academic support and evaluation, voluntary referral for mental health counseling, and/or medical evaluation to assess any underlying medical issues that may be causing or contributing to the student's decline in academic performance. Additional assignments may be assigned by the student's faculty advisor and/or course directors. Follow up meetings may be scheduled at the faculty advisor or course director's discretion, or by student request.

EXHIBITS: