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	Approval:		Date: 07/2008 Review by: 07/2020
			
	Date Revised: 07/12, 08/15, 07/17		
	Policy/Revision Submitted by: Dr. Pam Ferguson		
SUBJECT: Academic Advising			

I. POLICY:

To define the academic advising program.

II. GENERAL INFORMATION:

Academic Advising Program:

The mission of Methodist College's Advising Program is to empower students to become self-directed learners and decision makers who will develop and implement sound educational and career plans consistent with their personal values, goals and career aspirations in healthcare. Collaborative relationships between students, advisors and faculty advisors will assist students in the successful transition to college life and develop student's appreciation for the academic community to which they belong.

The Academic Advising Program is offered to all new and continuing students through collaboration of Student Services and Academic Affairs. The Academic Advising Program is administered by Student Services under the direction of the Director of Advising. Academic Affairs participates in the Academic Advising Program through faculty assignments to an ancillary advising role. Academic Affairs participates in the Academic Advising Program through faculty assignment after students successfully complete one year of coursework at Methodist College. At that time, faculty advisors will provide career and content based advising support, while prescriptive advising support will be available through the Director of Advisement.

Students should meet with their Advisor whenever they experience academic difficulties or need direction or support at Methodist College. The Advisor can assist in developing a plan of remediation as well as guide the student to additional resources at the College. Faculty Advising Appointments can be scheduled during faculty office hours which are posted on each faculty member's office door. Any concerns related to the advising experience should be brought before the Director of Advisement at Methodist College or the Vice Chancellor of Academic Affairs.

- Students who receive a D/F in any course at mid-term must meet with their Advisor.
- Students who receive a D/F as a final grade must meet with their Advisor prior to enrollment in the next semester's coursework.
- Students on probation must meet with their Advisor prior to enrollment in the next semester's coursework.

Forms that must be signed by your advisor:

- Course Add/Drop forms
- Withdrawal forms and Leave of Absence Forms
- Administrative Approval form to take courses in which the pre-requisites have not been met – this refers primarily to a few 300 level courses that are allowed to be taken prior to completion of all 200 level courses in the nursing curriculum.

Administrative approval must also be obtained for a semester course load of 18 credit hours or more.

Students should meet with their advisor whenever the student experiences academic difficulty. The advisor can assist in developing a plan of remediation as well as guide the student to other resources.

Office hours or advising hours are posted on each faculty member's office door. Students may request a change of advisor with written notification to the Vice President of Academic Affairs.