



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
POLICY**

POLICY NAME:	STUDENT ADVISEMENT
RESPONSIBILITY For Development/Review:	<input type="checkbox"/> University Admin <input checked="" type="checkbox"/> Dept. Chair/ Program Director <input checked="" type="checkbox"/> Academic Director <input checked="" type="checkbox"/> Clinical Director <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Medical Director <input checked="" type="checkbox"/> Administrative Secretary
APPROVED BY:	Faculty
DATE CREATED:	5/17/2013
DATE REVISED:	2/26/2025
REVIEWED: Annually	2/26/2025
SUPPORTIVE DOCUMENTS:	<p>Student Advising Form DPAS Student and Policy Handbooks https://lakersmercyhurst.sharepoint.com/sites/SPO_EMP_StudentOutreachCommittee https://lakersmercyhurst.sharepoint.com/sites/SPO_STU_CounselingCenter https://lakersmercyhurst.sharepoint.com/sites/SPO_STU_ADAAccommodations https://lakersmercyhurst.sharepoint.com/sites/SPO_STU_PoliceDepartment</p>
OCCURANCE:	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Yearly <input checked="" type="checkbox"/> As Needed
PURPOSE:	To provide students with guidance regarding required advising appointments, the function of the advisor, and referral to student services as needed. To provide faculty and staff guidelines for record keeping.
POLICY:	<p>The DPAS Department Chair/Program Director will assign students an advisor from within the DPAS faculty. This advisor is to assist the student with timely advising on academics as well as personal issues, program nuances and finding resources. Advisees are required to meet with their advisor within the first two weeks of matriculation, once per semester and per the Remediation and Probation Policies. The Student Advisement Policy will be reviewed during orientation. Students are encouraged to contact their advisor, as needed, for assistance with academic progress and/or personal issues.</p> <p>Should a student bring a personal issue to the attention of a faculty advisor or faculty/staff member that may impact their progress in the PA Program or is otherwise concerning, University services will be accessed and utilized in a timely manner. Such student services provided by the University include, but are not limited to, the Student Outreach Committee, the Counseling Center, Accessibility Services and Accommodations and/or the Police Department.</p> <p>All student files are kept confidential and in a locked filing cabinet in the department and on the MU secure server.</p> <ul style="list-style-type: none"> • Student files consist of: <ul style="list-style-type: none"> ○ Current photo, demographics, emergency contact ○ Admissions criteria, forms and correspondence ○ Transcripts ○ Course of Study Program Performance/GPA Evaluation Form

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	<ul style="list-style-type: none">○ Student health insurance card○ Verification of current health screening on file with the Cohen Health Center○ Authorization to release immunization record and tuberculosis screening to the DPAS○ Authorization for the DPAS to release information including immunization records and tuberculosis screening, drug screening, PA Child Abuse Clearance, and FBI criminal background check○ FBI fingerprint clearance○ Criminal background clearance○ Child abuse clearance○ Drug screen clearance○ Confirmation of receipt of student handbook○ CPR/ACLS certification○ Media Release○ Simulation Experiences Confidentiality Agreement○ Student Program Completion Form○ Student Advising Forms <p>When applicable, the student file will include remediation efforts and outcomes, terms of probation and incident reports. Students may request to review their academic file with their advisor and/or Department Chair/Program Director, but are not privileged to see other student records.</p>
OTHER NOTES:	