



## Department of Occupational Therapy

### Policy 14.0. *Student Advisement*

#### **POLICY PURPOSE**

To provide OT advisement guidelines for OT graduate students.

#### **POLICY STATEMENT**

All graduate OT students will be assigned an OT faculty member to serve as the student advisor while enrolled in the OT program.

#### **PROCESS + PROCEDURES**

1. The Director of Student Affairs will assign faculty as advisors at the beginning of each academic year. Students are encouraged to speak with their advisor about issues which have potential to impact their ability to succeed in the program. The faculty advisor may refer the student to AU student support services.
2. Faculty advisors will at a minimum make electronic contact with each advisee once per semester. Faculty will meet in person at least annually with each student advisee. Students should ensure that they meet with the faculty advisor during these regular times, but also when there are academic or professional behavior concerns related to the OT program or impacting student success in the program.
3. Faculty will document electronic contact via printed email and the in person advisory meeting, to include the student's progress or concerns as appropriate. This documentation will be placed in the student file.
4. Course faculty and advisors will disclose academic and professional behavior concerns to the Director of Student Affairs, Program Director, and/or Chair of the Department. The Director of Student Affairs, Program Director, and/or the Chair of the Department have the right to inform relevant faculty of matters related to student academic and professional behavior concerns.
5. The Academic Coordinator for Fieldwork Education (ACFWE) will serve as the primary advisor for fieldwork issues. The ACFWE will document all advisory correspondences and meetings, to include the student's progress or concerns as appropriate. This documentation will be placed in the student file. The ACFWE will disclose academic and professional behavior concerns that occur on fieldwork to the Director of Student Affairs, Program Director, and/or Chair of the Department.

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<b>Policy No.</b>	14.0
<b>Policy Owner:</b>	AU Department of Occupational Therapy
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<b>Approved:</b>	July 2017, 3.25.24
<b>Last Revision:</b>	March 2024
<b>Last Review:</b>	March 2024
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**RELATED ACOTE STANDARD**

A.3.9: Advising related to professional coursework and fieldwork education must be the responsibility of the occupational therapy faculty.