

## **Student Advising for Pre-Professional and Professional Phases Policy**

**Effective Date:** August 2016

**Approved by:** Dr. Rachel Hulse

**Review Date:** August 2025

**Applies to:** Pre-professional and Professional MLS Students

**Confidentiality Level:** Internal – Student Records Protected under FERPA

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### **1. Purpose**

This document outlines the policies and procedures for advising pre-professional and professional students within the ISU MLS program. The goal is to ensure that advising is conducted in a confidential, impartial, and supportive manner in alignment with university, programmatic, and accreditation standards.

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### **2. Scope**

This policy applies to:

- All students enrolled in pre-professional and professional phases of the ISU MLS program.
  - All faculty, staff, and advisors involved in academic advising within the program.
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### **3. Definitions**

- **Pre-Professional Students:** Students who are completing prerequisites and preparing to apply for admission into the professional phase.
  - **Professional Students:** Students who have been formally admitted to the MLS program and are completing upper-division coursework and clinical training.
  - **FERPA:** Family Educational Rights and Privacy Act that protects the privacy of student education records.
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## 4. Policy Statements

- All academic advising interactions will be conducted with respect for student confidentiality, professionalism, and equity.
  - Advisors will treat all students impartially, without regard to race, gender, age, disability, religion, sexual orientation, or other protected characteristics.
  - Advising shall support student success, career readiness, academic integrity, and program completion.
  - Academic and personal information disclosed during advising will be kept confidential and handled in accordance with FERPA.
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## 5. Advising Procedures

### 5.1 Pre-Professional Student Advising

- Students are assigned a departmental or college advisor upon enrollment at ISU.
  - <https://www.isu.edu/advising/>
  - <https://www.isu.edu/hpac/contact/>
- Students are required to meet with their advisor at least once in their first semester.
- Students are encouraged to meet with their pre-professional advisor at least once a semester to review:
  - Course selection and prerequisites
  - MLS program application procedures and deadlines
  - GPA requirements and academic standing
- Advisors will refer students to appropriate university support services when needed (e.g., tutoring, counseling, disability services).
- Any MLS pre-professional student is directed to the MSL Department Chair for introductory advising and introduction.

### 5.2 Application Transition

- Pre-professional students applying to the MLS program will be offered a confidential advising session by the MLS Department Chair or assigned MLS faculty to discuss:
  - Application materials
  - Program expectations and timelines
  - Prerequisite completion progress

### 5.3 Professional Student Advising

- Both the Department Chair and MLS Faculty serve as advisors for all admitted professional MLS students
- Minimum of one advising session required prior to starting the Professional Block classes
- Advising sessions may focus on:
  - Academic progress

- Clinical placement requirements
  - Certification exam preparation (e.g., ASCP BOC)
  - Professional development
  - Student concerns
- Students are encouraged to meet with their advisor at least once per semester or as needed.

#### **5.4 Documentation**

- Advising notes are maintained securely in accordance with FERPA.
  - No sensitive information is shared without student consent, unless required by law or ISU policy.
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### **6. Confidentiality Practices**

- Advising sessions are conducted in private settings or through secure online platforms.
  - All MLS faculty and staff receive annual training on FERPA and confidentiality requirements.
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### **7. Impartiality Assurance**

- The advising process is designed to support all students fairly.
  - Faculty and staff must disclose and manage potential conflicts of interest.
  - Students may request a change of advisor without penalty.
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### **8. Review**

- This policy is reviewed annually by the Program Director and updated as necessary.
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### **9. References**

- ISU Office of Equal Opportunity and Title 9
    - <https://www.isu.edu/eo/>
  - Family Educational Rights and Privacy Act (FERPA):
    - <https://www.isu.edu/registrar/student-resources/ferpa/>
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## 10. Contact

For questions regarding this policy, please contact:

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