Graduate Student Advisement

**Original Implementation:** October 31, 2000
**Last Revision:** January 28, 2014

Academic units must provide effective academic advising for students enrolled in their graduate programs and assign each student a graduate faculty member to serve as the academic advisor. The unit should also arrange an orientation that introduces new students to departmental organization, administration, key personnel, facilities, degree requirements, and procedures.

The academic advisor informs advisees of university resources, guidelines, procedures, policies, and graduate student rights and responsibilities. Advising topics include, but are not limited to, registration process, degree requirements, proper sequencing of courses, thesis/non-thesis options, time limits for completion of program, and comprehensive examination expectations.

Departmental orientation and advising programs must be evaluated as part of the annual unit assessment report, including information on how assessment results will be used.

**Cross Reference:** Graduate Bulletin, Graduate Student Handbook, Student Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Dean of Graduate Studies

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs