



## **Student Advising**

### **Purpose**

Each academic unit will ensure systematic and effective advising for all its undergraduate and graduate students. A graduate student must be provided with a graduate faculty member to serve as the academic advisor.

### **Persons Affected**

This policy applies to all undergraduate students, graduate students, staff, and faculty.

### **Procedures**

#### *Undergraduate Students:*

An advising session is mandatory for undergraduate students prior to registration for courses in the following situations:

- Each semester for students with fewer than 60 earned hours of credit;
- Each semester for students on academic probation;
- Annually for students with 60 or more earned hours of credit.

Students may choose to be advised more frequently. Individual academic units may require more frequent participation in mandatory advising. Students who are listed as Undecided are required to declare a major no later than the end of the semester following the completion of 45 earned hours of credit. Students are required to file an official degree plan no later than the end of the semester following the completion of 30 earned hours of credit.

The responsibilities of the academic advisor will include, but are not limited to, informing advisees of the following:

- Short- and long-term plans to accomplish educational objectives;
- Program options that match a student's goals, interests, and abilities;
- Information about degree requirements, such as the core curriculum, major-specific courses, course sequencing, minimum grade-point averages, removal of withheld grades, and time limits for completion of degree programs;
- University requirements, such as minimum course load for full-time classification, repeat courses on grade-point average, timetable for dropping courses, and residency requirements;
- Deadlines to submit degree and graduation plans.

During each registration period, academic units must provide daily advising opportunities. Academic advising for undergraduate students must be annually evaluated as part of the unit



assessment process.

*Graduate Students:*

The unit must provide students with information as to departmental/school/office 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.

**Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Educ. Code § 51.9685  
19 Tex. Admin. Code §§ 4.340-.347

General Bulletin; Student Handbook; Graduate Bulletin

**Responsible Executive**

Provost and Executive Vice President for Academic Affairs  
Dean of Research and Graduate Studies

**Forms**

None

**Revision History**

September 1, 2023 (original)