

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Graduate Student Advising

**Policy Number:** 6.13

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:** 10/28/2019

**Unit(s) Responsible for Policy Implementation:** Provost and Executive Vice President for Academic Affairs

**Purpose of Policy (what does it do):** This policy provides the guidelines on how graduate students are advised.

**Reason for the addition, revision, or deletion (check all that apply):**

- Scheduled Review       Change in law       Response to audit finding  
 Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** Minor revisions.

**Specific rationale for deletion of policy:** N/A

*Additional Comments:*

Reviewers:

Academic Affairs Policy Committee  
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs  
Damon Derrick, General Counsel

## Graduate Student Advising

**Original Implementation:** October 31, 2000

**Last Revision:** ~~October 28, 2019~~ January 30, 2023

Academic units must provide effective academic advising for students enrolled in their graduate programs and must assign each student a graduate faculty member to serve as the academic advisor. 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.

~~All graduate student advising programs must be evaluated as part of the annual program 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 Executive Vice President for Academic Affairs

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

**Forms:** None

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

**Revision History:**    October 28, 2019  
                              November 7, 2016  
                              January 28, 2014  
                              October 18, 2010