

## 13.99.99.R0.37      **Orientation and Advisement of Graduate Students**

Reviewed November 12, 2020  
Next Scheduled Review: November 15, 2025



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### **Procedure Summary**

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The Graduate Council establishes basic standards for graduate student orientation and advisement.

This procedure outlines the requirements regarding graduate student orientation and advisement.

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### **Procedures and Responsibilities**

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- 1 Each academic department with a graduate program must make available a systematic orientation program for all its graduate students early in their graduate studies.
- 2 Each academic department with a graduate program will institute and offer an effective and systematic advisement program for all graduate students who are admitted to the program.
- 3 In order to ensure that graduate students receive individualized advisement to help them meet their academic needs and professional goals, each department must:
  - 3.1 Assign a qualified advisor early in the student's graduate study;
  - 3.2 Ensure that students are informed who their adviser is and that they know how to obtain advising early in their program;
  - 3.3 Ensure that advisors receive adequate training in advising graduate students;
  - 3.4 Ensure that advisors are knowledgeable in the use of relevant data to assist students in determining their major field of interest or specialization;
  - 3.5 Permit advisors to have ready access to advisee's records;
  - 3.6 Ensure that the number of advisees assigned to each advisor is reasonable.
- 4 Each academic department will evaluate its orientation and advisement programs yearly and use the results to enhance the effectiveness of assistance to students.
- 5 Results of the evaluation of departmental orientation and advisement programs will be kept on file in the department for three years.

## **Related Statues, Policies, or Requirements**

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Suspends University Procedure *11.04.99.R0.29 Orientation and Advisement of Graduate Students*

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## **Revision History**

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Approved August 25, 2014  
Revised November 7, 2024 (University Name Update)

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## **Contact Office**

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