

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



Approved August 25, 2014
Reviewed November 12, 2020
Next Scheduled Review: November 15, 2025

Procedure Summary

The Graduate Council establishes basic standards for graduate student orientation and advisement. This procedure outlines the requirements regarding graduate student orientation and advisement.

Procedures and Responsibilities

- 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

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

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