

## Advising – Graduate

Academic Affairs

Academic

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* January 30, 2025

*Approval date:* 2025

*Schedule for Review:* 2030

### Policy Statement:

All graduate students are advised by the Graduate Programs Advisor, including students in Master's degree programs, graduate certificate programs, and non-degree seeking graduate educational licensure students.

The Graduate Advisor will contact each student at least once per term. Students are responsible for reviewing email/electronic information and contacting their advisor to arrange a time to discuss their progress in the program. Students may also be advised by the program coordinator for their program of study.

The Graduate Programs Advisor provides advising support from admission through program completion/graduation. Graduate advising includes information and guidance regarding: program sequence, elective course choices, registration processes, policy questions, holds, early alerts, program completion requirements, licensure requirements, program appeals, licensure tests (PRAXIS) and academic supports that are available to students (e.g. Graduate Writing Support, Academic Success Coaching, Accessibility Resource center, counseling center, etc.).

### Revision History:

On December 2024, the policy was rewritten to remove assignment of a faculty advisor and to indicate that all graduate students are advised by the Graduate Programs Advisor, with potential advising from a program coordinator. Also added was a description of the responsibilities for graduate advising.