Policy: 05-33-00

Graduate Advising

OFFICE OF RECORD: Office of Graduate Studies and Research
ISSUED BY: Dean of Graduate Studies and Research
APPROVED BY: 05-33-00
EFFECTIVE DATE: 12/22/99 Revised 02/07/08

Policy

Graduate students have final responsibility for their success in their chosen graduate program. However, students will benefit from the guidance, counsel, and support of faculty who serve as their advisors.

Each college with a graduate program has responsibility for academic advising. The appropriate program coordinator is responsible for determining whether an advisory committee or an advisor will be used and for making the necessary appointments. An advisor or advisory committee will be appointed immediately after the student has been admitted to the program.

An advisor or advisory committee has the following responsibilities:

- Maintaining accurate records on his or her advisees;
- Communicating on a regular basis with their advisees;
- Advising and assisting students with the development of their Plan of Study and recommending it to the respective program coordinator for approval;
- Approving amendments to the Plan of Study (along with the program coordinator);
- Monitoring student progress;
- Helping with the selection of a dissertation, thesis or capstone project topic;
• Assisting advisees (in coordination with their dissertation, thesis or project supervisor) in preparing for and completion of the dissertation, thesis or capstone project;

• Reviewing and approving the Application for Candidacy and recommending it to the program coordinator for approval; and

• Reviewing Applications for Graduation.

Procedures

The graduate program coordinator will assign an academic advisor to each student upon entry to a graduate program. Advisors must be members of the graduate faculty. Advisors will correspond with their student advisees at least once per semester to monitor and track student progress. Additionally, advisors will be available to confer with their advisees as needed. Advisors will have access to the program files on their student advisees maintained in the Office of Graduate Studies and Research. Specific information on procedures related to advising can be found in the following documents: Faculty Evaluation / Promotion and Tenure Guidelines (Referred to as "Standards Document" see DSU Policy 02-45-00)

Advisory Committee

Each graduate program may elect to use an advisory committee in place of a single advisor. In this case, the graduate program coordinator will form an advisory committee consisting of at least three members, including the student's major advisor and two other graduate faculty members. One member may be from an academic discipline outside the student's department or program or from another regental institution.