


Category	Graduate Studies	Policy Number	ACA-GRA-203	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	2.0	
Responsible Office	Provost	Policy Owner	Dean of Graduate Studies	
Date Approved	8 April 2025	Effective Date	1 May 2025	
Date Last Reviewed	27 February 2025	Due Date for Next Review	8 April 2028	

POLICY

Academic Advising for Graduate Students

1. Purpose

The purpose of this policy is to ensure that all graduate students receive appropriate academic advising throughout their degree programs.

2. Application

This policy applies to all graduate students and graduate faculty advisors at Zayed University.

3. Definitions

Academic Advising	A collaborative partnership between graduate faculty advisors, college administrators, support units, and graduate students, all of whom work together to help graduate students with their study and academic career plans
ARM	Advising and Risk Management System
At-risk Students	Students with CGPA below 3.0
Good Academic Standing	A CGPA of 3.0 or above
Provost	Provost and Chief Academic Officer
University	Zayed University

4. Policy

4.1 All matriculated (conditional admission or regular admission) graduate students at Zayed University (“**University**”) are to be advised by a full-time member of the graduate faculty.

4.1.1 Graduate faculty advisors are to be assigned no more than ten (10) graduate students each.

4.1.2 It is to be expected that the nature of academic advising may differ for different programs and at different stages in the student’s degree program.

- 4.2** The Department Chair and Graduate Program Coordinator must ensure that all master and doctoral students are informed in a timely fashion about who their faculty advisor is.
- 4.3** Students and their graduate faculty advisors are mutually responsible for establishing and maintaining communication throughout the program.
 - 4.3.1** Faculty advisors are responsible for serving as intellectual and professional mentors to their students.
 - 4.3.2** Students are responsible for communicating with their advisors and building good relationships with them.
- 4.4** The student should keep the same faculty advisor throughout the length of their studies.
 - 4.4.1** If circumstances arise that call for a change of graduate faculty advisor, the student must complete a request to change advisor using the “Change of Advisor” Form and submit it to the Graduate Program Coordinator, who, if the request is deemed justifiable, will seek approval from the Department Chair, assign a new advisor, and inform the Registrar’s Office accordingly.
 - 4.4.2** A change in advisor must be approved by the Department Chair in order to keep advising loads equitable.
 - 4.4.3** If a faculty member leaves, her/his advisees will be notified and assigned to another advisor by the Department Chair and Graduate Program Coordinator.
- 4.5** The advisor offers the necessary support and assistance in relevant areas such as advice on course selection, explaining the study program, guidance in meeting conditions for graduation, career guidance, and an understanding of University policies and procedures.

5. At-risk Students

- 5.1** The Graduate Registrar is responsible for identifying at-risk students (those with a CGPA below 3.0), and for submitting an academic status report to the Graduate Program Coordinator at the beginning of each semester/term.
- 5.2** The Graduate Program Coordinator is responsible for contacting the student and their faculty advisor to alert them of the student’s academic status.
- 5.3** The faculty advisor is responsible for arranging advising appointments with the student to help them improve their academic performance. The advisor should refer the student to additional resources and other academic support services as and when required.
- 5.4** The student is responsible for following the advice they have been given, and for improving their academic performance.
- 5.5** The Graduate Registrar is responsible for submitting an academic status report to the Graduate Program Coordinator at the end of the semester/term to determine the improvement in the student’s academic progress.

- 5.6** Students on second probation must improve their CGPA to be in good academic standing within one semester to avoid academic dismissal.

6. Evaluation of Academic Advising

- 6.1** Academic advising is a component of the annual faculty performance evaluation as part of the teaching and faculty advising criteria.
- 6.2** College Deans, or designees, are responsible for evaluating their academic advising procedures and efficacy on an annual basis.
- 6.3** Graduate student satisfaction with academic advising will be evaluated through an annual institutional survey.

7. Related Policies and Laws

- ACA-GRA-202 Academic Progress in Graduate Programs
- ACA-GRA-208 Academic Appeals for Graduate Programs

8. Administration

This policy is administered by the Graduate Studies Deanship.

9. Revision History

Date	Revision	Ver.
1 May 2025	Chair of the Board's Decision issued (CBD#10 of 2025).	2.0
8 April 2025	Approved by ARSAC.	
27 February 2025	Endorsed by the UPSC.	
21 November 2024	Endorsed by the Deans' Council.	
22 October 2024	<ul style="list-style-type: none"> • Added definitions (3). • Added information about advisor and student responsibilities (4.3). • Moved information about changing advisors from the procedures (4.4). • Added information about at-risk students (5). • Moved information about evaluation of academic advising from the procedures (6). 	
9 November 2022	Administrative change: <ul style="list-style-type: none"> • Updated the information header to be in line with the new format. 	
28 September 2021	President's Decision issued (PD#54 of 2021) after being approved by circulation by the University Council.	1.0
4 March 2021	New policy drafted.	