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PROCEDURES
Academic Advising for Graduate Students

1. **Assignment of Advisors**

   1.1 By the start of their first term of graduate study, students should be assigned by the Graduate Program Coordinator and approved by the Department Chair a graduate faculty advisor who will assist them in planning a program of study to meet the degree requirements.

   1.2 Graduate faculty advisors should be assigned no more than ten (10) graduate students each.

   1.3 The timing and process by which students may change from the initial advisor to a different advisor should be explained.

   1.4 The college or department should ensure that all master and doctoral students are informed in a timely fashion about procedures for selecting a thesis or dissertation research advisor, as well as selecting the committee members.

2. **Responsibility of Graduate Faculty Advisors**

   2.1 Graduate faculty advisors will be responsible for advising graduate students throughout the duration of their academic program. This will allow the advisor to support the students' progress and oversee their performance from admission to graduation.

   2.2 The scope of academic advising shall include, but not be limited to, the following areas:
   a) Serve as an intellectual and professional mentor to their graduate students.
   b) Provide knowledgeable support concerning the academic and non-academic policies that pertain to graduate education.
   c) Access regularly their advisees' academic records and history through the Faculty Access System (FAP).
   d) Utilize ARM to make appointments and keep notes on advising sessions and recommendations.

     e) Discuss the student's academic background, abilities and knowledge, research interests, and career objectives, and, on that basis, propose an overall plan of study for them covering the duration of the program.

     f) Guide the graduate students through their study plans and guide the students' course selections.

     g) Support at-risk students and assist in improving their performance.

     h) Develop tailored academic plans as needed.

     j) Stay informed about all the policies relating to graduate students.

     k) Encourage students to become involved in the events and activities of campus life.

     m) Provide comprehensive advice regarding future careers and professional development opportunities.

3. Responsibility of Graduate Students

3.1 Although students are being academically advised, they too have responsibility for the advisory process. They should take the initiative to communicate with their faculty advisor and build a good relationship with them.

3.2 Students are expected to:

     a) Contact their advisor for academic advising and approval of courses prior to self-registration;

     b) Inform their advisor about any schedule changes, such as adding or dropping courses, repeating courses, or postponing courses;

     c) Communicate with their advisor if and when they consider a change in career objectives or in courses they wish to take;

     d) Maintain communication with their advisor for the duration of the program;

     e) Know the program, graduation, and concentration-track requirements, and to consult their advisor if they have any questions about the same;

     f) Consult with the graduate faculty advisor on building or changing their program of study;

     g) Consult their academic advisor when encountering any academic difficulties;

     h) Request assistance from their academic advisor concerning the university resources that will support them to achieve their academic and professional goals.

4. At-risk Graduate Students

4.1 The Graduate Registrar identifies and tracks academically at-risk graduate students by reviewing the students' semester and cumulative GPAs, as well as the number of credits taken in a semester to determine their academic status. The Graduate Registrar also relies on the Graduate Program Coordinator to identify and report graduate students that consistently perform poorly in classes.

4.2 The Graduate Registrar forwards an academic status report for academically at-risk graduate students to the Graduate Program Coordinator at the beginning of each semester/term.

4.3 After identifying academically at-risk graduate students, the Graduate Program Coordinator should contact graduate faculty advisors and graduate students via email to alert them of their academic status. The faculty advisor should also arrange individual advising appointments to consult with graduate students on strategies to improve academic performance. The faculty advisor should refer graduate students to additional resources and other academic support services when needed.

4.4 The graduate student should meet with their faculty advisor to discuss their academic challenges along with possible solutions. The graduate student should also take advantage of targeted resources or academic support services recommended by the Graduate Program Coordinator.

4.5 Graduate students on second probation must improve their CGPA within a semester to avoid academic dismissal.

4.6 The Graduate Registrar will forward an academic status report to the Graduate Program Coordinator at the end of the following semester/term to determine academic progress improvement.

5. Revision History

Date	Revision	Ver.
30 June 2025	VP-CEO Decision issued (VPD#61 of 2025).	
19 May 2025	Approved by the VP-CEO.	2.0
27 February 2025	Endorsed by the UPSC.	
21 November 2024	Endorsed by the Deans' Council.	
22 October 2024	• Added information as required by CAA about the number of advisees, the ARM system, and career guidance. • Moved information about changing advisors to the policy.	
9 November 2022	Administrative change: • Updated the information header to be in line with the new format.	
27 October 2021	President's Decision issued (PD#69 of 2021).	1.0
4 March 2021	New procedures drafted.	