Policy Group	Graduate Studies	Policy Number	ACA-GRA-13	
Responsible Office	Office of the Provost	**Distribution**	External	
Date Approved	28 September 2021	**Effective Date**	28 September 2021	
Date Last Reviewed	New Policy	**Due Date for Next Review**	19 August 2024	

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.

3. **Policy**

   3.1 All matriculated (full admission or regular admission) graduate students are to be advised by a full-time member of the graduate faculty. The nature of academic advising may differ for different programs and at different states in the degree program.

   3.2 The Department Chair and Graduate Program Coordinator should ensure that all master and doctoral students are informed in a timely fashion about who their faculty advisor is.

   3.3 The student and the graduate faculty advisor are mutually responsible for establishing and maintaining communication during the program duration.

   3.4 The student should keep the same faculty advisor throughout the length of their studies.

   3.5 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, and an understanding of policies and procedures.

4. **Related Policies and Laws**

   ACA-GRA-05 Academic Progress in Graduate Programs
   ACA-GRA-09 Academic Appeals for Graduate Programs

5. **Administration**

   This policy is administered by the Graduate Studies Deanship.

6. Revision History

Date	Revision
28 September 2021	President's Decision issued (PD#54 of 2021) after being approved by circulation by the University Council.
19 August 2021	Endorsed by the UC's Academic Affairs Committee subject to the inclusion of "(full admission or regular admission)" in 3.1. *(Action completed)*
25 May 2021	Endorsed by the Academic Council.
14 April 2021	Endorsed by a joint session of the Deans' Council and Provost's Council.
4 March 2021	New policy drafted.