


<b>Category</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-203	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Graduate Studies	
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<b>Date Last Reviewed</b>	New Procedures	<b>Due Date for Next Review</b>	25 May 2024	

## **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 Department Chair a graduate faculty advisor who will assist them in planning a program of study to meet the degree requirements.
- 1.2** The assignment of graduate faculty advisors for incoming students should be conducted in a timely manner. The timing and process by which students may change from the initial advisor to a different advisor should be explained.
- 1.3** 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 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) 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;
  - d) Guide the graduate students through their study plans and guide the students' course selections;
  - e) Support at-risk students and assist in improving their performance;
  - f) Stay informed about all the policies relating to graduate students;
  - g) Encourage students to become involved in the events and activities of campus life.

### **3. Responsibility of Graduate Students**

**3.1** Although students are being academically advised, they too have responsibility for the advisory process. They should take initiative in communicating with their faculty advisor and in building 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) Communicate with their advisor if and when they consider a change in career objectives or in courses they wish to take;
- c) Maintain communication with their advisor for the duration of the program;
- d) Know the program, graduation, and concentration-track requirements, and to consult their advisor if they have any questions about the same;
- e) Consult with the graduate faculty advisor on building or changing their program of study;
- f) Consult their academic advisor when encountering any academic difficulties;
- g) Request assistance from their academic advisor concerning the university resources that will support them to achieve their academic and professional goals.

### **4. Change of Advisor**

**4.1** If circumstances arise that call for a change of graduate faculty advisor, the student will 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.

**4.2** A change in advisor must be approved by the Department Chair in order to keep advising loads equitable.

**4.3** If a faculty member leaves, her/his advisees will be notified and assigned to another advisor by the Department Chair.

### **5. At-risk Graduate Students**

**5.1** 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.

**5.2** 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.

**5.3** 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.

- 5.4 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.
- 5.5 Graduate students on probation must improve their CGPA within a semester to avoid academic dismissal.
- 5.6 The Graduate Registrar will forward an academic status report to the Graduate Program Coordinator at the end of the following semester to determine academic progress improvement.

## 6. Revision History

Date	Revision
9 November 2022	Administrative change: <ul style="list-style-type: none"><li>• Updated the information header to be in line with the new format.</li></ul>
27 October 2021	President's Decision issued (PD#69 of 2021) (Version 1.0)
25 May 2021	Approved by the Academic Council.
14 April 2021	Endorsed by a joint session of the Deans' Council and Provost's Council.
4 March 2021	New procedures drafted.