

## **ADVISING AND MENTORING**

In collaboration with the department, division, or institute heads, the Graduate Program Coordinator (GPC) will assign appropriate Graduate Program Advisers (GPAs) to newly enrolled graduate students at the University. Throughout their academic tenure, graduate students will maintain a close working relationship with their GPAs, receiving guidance and support in various aspects such as course selection, coursework completion, comprehensive exams, and degree attainment. Alongside addressing any concerns or challenges faced by students during their university experience, the GPAs will ensure that their advisees remain on track to fulfill the graduation requirements.

When assigning Graduate Program Advisers (GPAs) to students in programs involving special problems, theses, or dissertations, the Graduate Program Coordinators must consider the students' research interests as indicated on their application forms. This is crucial because GPAs are responsible for assisting graduate students in selecting their special problem/thesis/dissertation adviser and determining their research topics within the first semester/trimester of their first year. If a student chooses a special problem, thesis, or dissertation adviser who is different from his/her designated Graduate Program Adviser (GPA), the initial GPA assignment will immediately be revoked. Subsequently, the Thesis Adviser will assume the roles of both the Graduate Program Adviser and the Thesis Adviser, particularly in guiding their advisees in the identification of members for their special problem/thesis/dissertation committee, finalizing the research topic, and composing the special problem/thesis/dissertation proposal.

Should there be a need for a change in the special problem/thesis/dissertation topic and/or adviser, the student must fulfill the necessary requirements by completing the prescribed forms and adhering to the established procedures.

Please find attached the advising and mentoring flowchart along with the corresponding prescribed forms.

## Advising and Mentoring: Assignment of Graduate Program Advisers and Special Problem/Thesis/Dissertation Advisers

