3.3.2 Academic Advising: Implementation

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3. Changing Advisors

1. Minimum Advising Expectations

PROCESS STEPS

1. Establish explicit minimum advising expectations for students and faculty.
3. May post in Graduate Handbook and on department website.

2. Ongoing Advising

(See also Guidelines for Faculty-Student Advising at Stanford [1].)

PROCESS STEPS

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assign each incoming graduate student to an appropriate advisor or help each student select an advisor by the start of his or her first term.</td>
<td>Degree Program</td>
</tr>
<tr>
<td>2. Familiarize themself with and follow departmental procedures for identifying dissertation advisors, orals and reading committee members, including appropriate forms (see GAP Chapter 4 [2]).</td>
<td>Student</td>
</tr>
</tbody>
</table>
3. Monitor the ongoing health of the student-advisor relationship and provide support for conflict resolution as needed, including referrals to other university offices.  

Degree Program

4. Record the name of each student’s advisor and committee members in PeopleSoft.  

Degree Program

5. Carry out advising responsibilities.  

Advisor

3. Changing Advisors

<table>
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<th>PROCESS STEPS</th>
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<tbody>
<tr>
<td>1. Complete the Change of Dissertation Adviser or Reading Committee Member form, and gather necessary signatures.</td>
<td>Student</td>
</tr>
<tr>
<td>2. Review and approve (or deny) the requested changes.</td>
<td>Degree Program</td>
</tr>
<tr>
<td>3. Record the name of the new advisor in PeopleSoft.</td>
<td>Degree Program</td>
</tr>
</tbody>
</table>

Source URL: https://gap.stanford.edu/handbooks/gap-handbook/chapter-3/subchapter-3/page-3-3-2

Links
[1] https://drive.google.com/file/d/1rPUJc5ZSgpraJl79dNh64ZiZl2iFG9fK/view?usp=sharing