

MUP Advising in 7 Easy Steps for Faculty

- 1) Incoming students may meet individually with the MUP Program Director/Graduate Program Coordinator and the MUP Graduate Program Advisor as part of MUP Orientation to discuss course planning, specialization, concerns, possible waivers, etc., and to review their initial draft of the MUP Degree Planning Form and Credit Check Worksheet.
- 2) **Faculty Advisor Assignment—Autumn quarter, Year 1**
Student is assigned a faculty advisor based on ranked choices and overall distribution of advisee load for faculty members.
Encourage your students to meet with you on a quarterly basis. Expect meetings to last up to 30 minutes. Remember: You may need to initiate the contact and encourage your students to schedule a meeting.
- 3) **1st Required Meeting—Winter quarter, Year 1—General Check-In**
Student meets with faculty advisor to discuss progress toward academic and professional goals, how/what course work is aligned to meet those goals, electives and specialization requirements. Review Autumn quarter grades and one-year course plan.
Provide opportunity for students to share their concerns and create a safe space for them. Keep notes on the advising form about what is discussed at advising meetings.
Faculty advisor must sign off on student course plan and specialization courses proposal.
Signed MUP Degree Planning Form and Credit Check Worksheet is returned to GPA and kept in student's file.
- 4) **Annual Credit Check and Degree Audit—Summer quarter, Year 1**
Students run their degree audit in MyPlan and contact GPA for any exceptions. Credit check and degree audit is also done by GPA, but it is the responsibility of the student to track their progress and ensure all requirements are met.
- 5) **2nd Required Meeting—Autumn quarter, Year 2**
Student meets with faculty advisor to discuss progress towards degree; thesis/professional project interest, including possible faculty in the Department, College, and/or University with whom they may work; how to put together a committee; etc.
Faculty advisor must sign off on student progress toward degree.
Signed MUP Degree Planning Form and Credit Check Worksheet is returned to GPA and kept in student's file.
- 6) **3rd Recommended Meeting—Spring quarter, Year 2**
It is recommended that student meet with faculty advisor for career advising. If the student has their advisor sign their MUP Degree Planning Form and Credit Check Worksheet at this meeting, it must then be returned to GPA and kept in student's file.
- 7) **Final Graduation Credit Check and Degree Audit—Quarter of Graduation**
Students run their degree audit in MyPlan and contact GPA for any exceptions. Degree audit is also done by GPA, but it is the responsibility of the student to track their progress and ensure all requirements are met.

ADVISING TERMS

Faculty Advisor:

individually assigned faculty member whose advising focuses on the activities, requirements, and attainment of satisfactory progress through the steps needed to achieve a graduate degree

Graduate Program Coordinator (GPC):

designated faculty member who arranges for and oversees the academic advising of students, participates in the admission process, advises on successful completion of Departmental and Graduate School degree requirements and on exceptions to established rules or procedures, as well as any matter concerning the Graduate School. The MUP GPC may also be referred to as the MUP Program Director.

Graduate Program Advisor (GPA):

staff member who advises on successful completion of Departmental and Graduate School degree requirements, advises on policies, reviews student progress toward meeting Departmental and Graduate School requirements

Professionals Council Mentor:

individually assigned member of the Professionals Council who focuses on the human relationships, commitments, and resources that help students find success and fulfillment in their professional pursuits

Figure 1. Advising Terms

Figure 1 Expanded: Advising Terms

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Thesis/Professional Project Committee Members:

Two faculty members that supervise and advise on the thesis/professional project; students identify the faculty members with whom they want to work and formalize the committee through signing of the Thesis/Professional Project Agreement Form.