

Information for Graduate Student Advisors

A graduate student should choose a program option (Thesis or Non-thesis) and an advisor by the end of the semester in which they will earn 15 graduate credit hours (typically the second semester). After you agree to be an advisor for a graduate student (Thesis or Non-thesis), you and the student must meet to create a Program of Study and choose an Advisory Committee. Again, this should be completed by the end of the semester in which the student will earn 15 graduate credit hours.

When you first agree to be the graduate advisor for a graduate student:

- You will need to meet with the student to create a Program of Study. This Program of Study is for use within the Mathematics Department and will be viewed as official within the department. The Program of Study worksheet is found at the following link:
[Program of Study Worksheet](#)
- You and the student will choose an Advisory Committee. This committee must consist of the advisor and at least two other graduate faculty members.
- The Advisory Committee will be officially appointed by completing the “Appointment of Advisory Committee” Docusign form found at the following link:
[Appointment of Advisory Committee / Admission to Candidacy Application](#)
Make sure your advisee completes this form and that you and the other members of the Advisory Committee sign it.
- The student should get their Advisory Committee members to sign the Program of Study, and it should be filed with the Mathematics Department. Make sure that this Program of Study gets filed with the department office.
- You (the advisor) should inform the Graduate Studies Office (kwarren@ntech.edu) which option the student has chosen for the Master’s Program of Study (Thesis or Non-thesis Option). This is the only Program of Study that the Graduate Studies Office recognizes (Thesis or Non-thesis option).

During Each Semester:

- You should meet with your advisee to determine a schedule of courses for the upcoming semester. This schedule should agree with the signed Program of Study. If there is any change to the originally agreed upon Program of Study filed with the Mathematics Department, the Program of Study must be amended and signed by the Advisory Committee members and filed with the Mathematics Department. After agreeing on courses for the upcoming semester, you should give your advisee their alternate pin for registration. This can be found in TechConnect, but the Math Department Office can help find this if needed.
- You should remind your advisee of applicable deadlines (thesis defense, thesis submission, graduation deadlines, etc.)