

PRTM Graduate Program Advisor Change Procedure

For various reasons, there may be a justified need for a graduate student to change their advisor or for a graduate faculty member to request a change in an advising relationship with a graduate student. This change has substantial implications for the student, the advisors involved (separated and new), and the PRTM department as a whole.

It is important to fully understand the issues and concerns and find ways to resolve them so all parties are as satisfied as possible with the solution, allowing the advising relationship to continue positively and productively. However, there may be situations in which a change in an advising relationship is the best option moving forward. In any case, a fair and balanced deliberation involving all parties, the Graduate Faculty, and the Department's Executive Team is expected.

The following procedure is proposed to address this need should it arise:

1. Graduate students and/or faculty advisors are to notify the PRTM Graduate Program Office via email or in-person (DGP or DSC) of any concerns about the advising relationship as soon as possible.
2. The PRTM Graduate Program Office will convene the first meeting with the graduate student or faculty advisor to understand the details of the concerns from his/her perspective. Any party can request a mediator to be present. The PRTM Graduate Program Office will then schedule a meeting with their counterpart (faculty advisor or student) to discuss their advising relationship from their perspective. If the outcome of the aforementioned meetings warrants it, the PRTM Graduate Program Office may recommend that either or both parties seek professional support on campus (Student Ombuds Service, Counseling Service) and report back to the Office the outcome from their service.
3. Based on the outcomes associated with the information collected, the DGP may schedule a meeting with both parties and the GPAC Mediation Committee (defined in the [Beyond the Advisor](#) document linked to the Mutual Expectations Form) to deliberate and determine an agreed-upon advising plan moving forward.
4. If the advisor change is deemed welcome and/or necessary, provided that the student is in good academic standing and PRTM is still deemed to be the appropriate major, the PRTM Graduate Program Office will work with the graduate student or faculty advisor to identify and invite a new graduate advisor(s) to supervise the student, if they are willing and able to serve in the new role.
5. If the advisor change will result in the need for departmental funding (e.g., due to the loss of a funded assistantship previously supported by the original advisor), the Department's Executive Team will evaluate the situation on a case-by-case basis. Priority consideration will be given to students who are in good academic standing and who lost funding due to no fault of their own. The Executive Team will assess whether

departmental funds are available and whether temporary support can be provided, with the goal of preventing undue hardship while also considering long-term sustainability.

6. When no graduate faculty, including the Director of Graduate Program, is willing to supervise the graduate student, the student will be asked to leave the department by transferring to another unit or institution where there might be a better fit. This same action will be implemented if the Department's Executive Team does not approve the use of Departmental funds to cover this student due to budgetary and other constraints.

Approval

Approved by the PRTM Graduate Program Advisory Committee (GPAC) on **March 27, 2025**.

Approved and adopted by the PRTM Graduate Faculty on **April 21, 2025**.