

CHANGE OF ADVISOR POLICY (revised November 6, 2025)

A graduate student might decide to change advisors for a wide variety of reasons. The student does not need the permission of the current advisor or of the Department to make such a change but will need to identify a new advisor willing to undertake this role. Students are cautioned that even when they are eligible to switch advisors, constraints on faculty time and resources may make it difficult or in some cases even impossible for them to switch to a new academic advisor. A student who thinks such a change would be beneficial is encouraged to meet first with the Director of Graduate Studies or with another member of the Graduate Studies Committee.

The following steps should be taken.

1. The student will inform the Director of Graduate Studies (DGS) or another member of the Graduate Studies Committee, outlining the reason for the change.
2. Within six (6) weeks, the student will identify a new advisor and ask if he or she is willing to serve in this capacity.
3. A change in advisor will be contingent upon the identification of an appropriate new advisor and the willingness of the prospective new advisor to assume the responsibilities.
4. Once the new advisor has agreed, the DGS will notify the former advisor in writing of this change, informing the student and the Graduate Program Coordinator (GPC) as well. If the current advisor is the DGS, then another member of the Graduate Studies Committee will oversee the process, including these notifications.

The Department considers that a graduate student without a primary academic advisor cannot make progress towards the degree. The Graduate Studies Committee will work with the student to identify an advisor. If a student is unable to identify a Spanish and Portuguese faculty member willing to serve as their advisor within six (6) weeks, the student will be placed on academic probation, which is a process with an ultimate consequence of dismissal unless an advisor is named.

In cases of a change of advisor where the student is enrolled in Spanish 898 and/or Spanish 999 and changes advisors during the semester, the DGS or another member of the Graduate Studies Committee will oversee the grading and evaluation of that coursework during the transition semester.

The student shall suffer *no* reprisals as a consequence of a change in advisors.

APPROVED BY DEPARTMENT OF SPANISH AND PORTUGUESE ON NOVEMBER 6TH 2025