STUDENT LEAVING CURRENT ADVISOR LAB

Student Name: ___________________________ Program: ___________________________
G-Year: ______________ Current Advisor: ___________________________
Last Day In Lab: ___________ Reason for leaving lab: ______________________________________

1. ☐ Program Administrator provides form to student  Signature: ___________________________
2. ☐ Change in lab endorsed by Program Head  Signature: ___________________________

3. ☐ Meet with Director of Graduate Studies (TMEC 435) (absolute requirement)
   ☐ DMS Finance Office Alerted  (for DMS Use)

Note to Students: Students can rotate only in labs with faculty who can fully support them as a dissertation student. Length of rotation should be a maximum of six weeks in duration. Dissertation advisor support should start immediately following the end of the rotation. In all cases students would need to identify a lab and resume dissertation work within three months. Students who fail to do so maybe placed on administrative leave or asked to withdraw from the program.

FIRST PROPOSED ROTATION

Rotation Advisor: ___________________________
Start Date: _______________ End Date: _______________

SECOND PROPOSED ROTATION, IF NECESSARY

Rotation Advisor: ___________________________
Start Date: _______________ End Date: _______________

I understand the above for finding a new dissertation advisor and agree to follow the prescribed plan.

Student signature: ___________________________

☐ Meet with Director of Academic Administration in DMS (TMEC 435) to discuss change in Study Card

Comments: ______________________________________

Signature: ______________________________________

FOR DMS FINANCIAL OFFICE USE ONLY

☐ DMS Financial Office discussion with Current Advisor  Date: _______________
Funding Changes as of: ___________________________ (Date)

Comments: ______________________________________

☐ Approved by DMS Director of Graduate Studies  Signature: ___________________________

Prepared by DMS 2/09