

Modify Research Advisor

Name: _____



Step 1. Discuss your decision with your current research advisors.

Student: What is the reason for this change?

Current Advisor: My signature certifies that I am aware of this student's plan to change research groups and that all outstanding "I" or "SI" grades have been converted to letter grades. I also certify that all lab space and instruments have been left in appropriate condition, where applicable, and that all chemicals, chemical waste, and supplies have been appropriately disposed or returned.

Current Advisor Signature *Assignment End Date (if student is on RA)* *Date*

Step 2. Choose a new research advisor.

New Advisor: My signature certifies that I have accepted this student into my research group. By doing so, I also commit to the funding specified in this student's offer letter and approve his or her access to my research lab(s).

New Advisor Signature *Date*

Student: My signature certifies that I am committing to join the research group of _____.

Student Signature *Date*

Director of Graduate Studies: My signature certifies that I approve this change.

DGS Signature *Date*

No new advisor at this point? You and the DGS will determine a date for when this must be confirmed.

_____/_____/_____
Date *Student initials* *DGS initials*

Step 2. Deliver this signed form to the Graduate Program Assistant in CP-125.

Department Manager: My signature certifies that the separation procedures for this individual are complete.

Department Manager *Date*

For internal use only:	
<input type="checkbox"/> Access updated _____	<input type="checkbox"/> Payroll updated _____
<input type="checkbox"/> Database updated _____	<input type="checkbox"/> Research credits (790/767) updated _____