

# 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: \_\_\_\_\_ Date: \_\_\_\_\_
2.  Change in lab endorsed by Program Head    Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3.  Meet with **Director of Graduate Studies (TMEC 435)** (absolute requirement)    Date: \_\_\_\_\_  
 DMS Finance Office Alerted (for DMS Use)

Note to Students and Rotation Advisor: *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

I am prepared to support this student should the rotation be successful.

Rotation Advisor: Print Name \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature of Rotation Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## SECOND PROPOSED ROTATION, IF NECESSARY

I am prepared to support this student should the rotation be successful.

Rotation Advisor: Print Name \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature of Rotation Advisor: \_\_\_\_\_ 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: \_\_\_\_\_