MSBMED ADVISOR-GRADUATE STUDENT THESIS COMMITMENT

This form documents the commitment between the Graduate Student and the Advisor listed below, a commitment starting on the following date: ____________________.

To be completed by the Student:
As a BME Graduate Student, I agree to abide by all rules and regulations related to my training outlined in the Georgia Tech Student Handbook, and the BME Graduate Program Handbook. I have reviewed and understand these regulations. I have also met with the Advisor listed below and have discussed his/her expectations of my performance, my responsibilities in his/her laboratory, and how and when I will be assessed for performance.

_______________________________    ________________________________   ______________
Student’s Printed Name                  Signature                          Date
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To be completed by the Advisor:
By agreeing to mentor the BME Graduate Student listed above, I have reviewed and understand the rules and regulations related to training graduate students in the Georgia Tech Student Handbook, and the BME Graduate Program Handbook. I have met with the above Graduate Student to discuss his/her expectations and goals. I have also reviewed with the Graduate Student my expectations for graduate student performance, the student’s responsibilities within the laboratory, and how and when the student will be assessed for performance. I commit to giving the Graduate Student routine feedback on performance at frequent intervals each year.

_______________________________    ________________________________   ______________
Advisor’s Printed Name                  Signature                          Date
To be completed by both the Student and the Advisor:

By signing below, I agree to the following Advisor-Student academic relationship policies:

The Advisor commits to being responsible for this Graduate Student for a minimum of one year (starting from the commitment date listed on previous page).

If reasonable expectations and responsibilities are not met by the Graduate Student, the Advisor agrees to give the Graduate Student a minimal probationary period of three months to correct the deficit. The first stage of this three-month period will be submitting a written notification to the Graduate Student and the Associate Chair of Graduate Studies outlining the Graduate Student’s deficiencies and specific performance improvement goals. A time line that is deemed reasonable to all parties will be established and documented in the performance improvement plan.

If the Graduate Student has not shown significant improvement by the end of the three-month probationary period and the Advisor is considering withdrawal of advisement, a grade of Unsatisfactory (U) must be submitted for the graduate student’s thesis hours. Additionally, an official contract must be entered upon at the minimum of one full academic term before dissolution of the academic and financial relationship. The contract should indicate a time line that coincides with the end of an academic term in order to maintain the proper accounting for registration and payroll processes. The contract should include a stipulation that the student actively seek out a new advisor that would support the student academically immediately following the end of the contract.

If the Graduate Student wishes to change advisors, he/she agrees to give the Advisor one academic term’s notice, with termination coinciding with the end of an academic term in order to maintain the proper registration and payroll processes. The Graduate Student is responsible for finding a new advisor during this time period.

Student’s Printed Name       Signature                          Date

Advisor’s Printed Name       Signature                          Date

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To be completed by the Associate Chair of Graduate Studies:

On behalf of the BME Graduate Committee, I approve of this Graduate Student-Advisor match.

Associate Chair of Graduate Studies Printed Name

Signature                          Date

Updated January 2019