

New Advisor Form

See definitions on the back side

To be completed by the student:

Student Name: _____

Student LinkBlue: _____

Previous/Current Advisor (if any) name and email: _____

Date: _____

The faculty should check only one box below:

- I will not advise this student.
- I will act only as an Academic Advisor for this pre-qualified student.
- I will be the PhD Advisor for this student.

If the faculty member plans to mentor or provide support to the student, please indicate that below:

- I will mentor unfunded research (i.e. PHY 781/Summer Research): _____
- I will provide a research assistantship for this student.

Time interval (if known): from _____ to _____

If the decision about supervision is conditional, please check the box below:

- I will reconsider my decision about advising this student once the following condition(s) are met:

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Notes:

*Faculty name and signature: _____ Date: _____

Faculty email: _____

*Upon signing this form by the faculty member, the student should send a scan (phone snapshot) to both, the faculty member and to DGS.

Instructions

Students should print this form and obtain their prospective advisor's signature in person. Once signed, students should send a digital copy (scanned or photographed) to both the faculty member and the DGS.

Advising Policy

An Academic Advisor is responsible for guiding and mentoring students before they take the qualifying exam. They advise students on course selection and academic planning, monitor academic progress, answer questions, and provide support to ensure students make timely progress toward meeting qualification requirements. To qualify, a student must have a PhD Advisor, who also serves as the chair of their dissertation advisory committee.

A PhD Advisor (thesis advisor, dissertation advisor) commits to guiding and mentoring a student throughout their doctoral program. They can supervise students both before and after qualification, with responsibilities including research supervision, chairing regular advisory committees, and providing research funding when available. For students who have not yet qualified, the advisor also offers guidance on course selection and academic planning to prepare for the qualifying examination.

Students are encouraged to establish a PhD Advisor and form their advisory committee as early as practically possible. A student must have a committed PhD Advisor by the time of qualification. If a student needs to change their PhD Advisor after qualification, the Director of Graduate Studies (DGS) will mediate this transfer on a case-by-case basis to ensure continued progress toward the degree.

The advising process follows these guidelines:

1. All new graduate students are initially advised by the DGS.
2. The DGS may assign students to an Academic Advisor. Faculty members may volunteer to serve as Academic Advisor for a specific student (with the student's consent) or accept this role following a student's request.
3. At any time, a student may request a faculty member to become their Academic or PhD Advisor using the New Advisor form. Faculty members may determine whether to grant the request and what benchmarks students need to meet.

Once established, the PhD Advisor and student should work toward forming a PhD advisory committee to supervise the student's progress through annual meetings and reports. The advisory committee should be formed and meet for the first time within one calendar year after establishing the PhD Advisor and must be formed and meet for the qualifying exam.