Ph.D. Faculty Research Advisor Verification Form

This form must be submitted to your department based on the timelines put forth in the policy guidelines below.

Name: _____________________________________________ Dept./Prog.: ______________
Student ID #: ______________________ Email Address: __________________________________

I am matching with a Faculty Research Advisor (indicate one):

☐ for the first time. I started my Ph.D. studies in (quarter/year): __________________________

☐ after having left my original lab. I notified both my current advisor, department and the Graduate
Student Affairs Office of this change in (quarter/year): __________________________
My previous advisor was (faculty name): __________________________________________

I have matched with the following Faculty Research Advisor:

Faculty Name: _____________________________________________ Dept.: ______________

If the faculty member above does not hold a primary or joint appointment in your department, please indicate
your Co-Advisor here:

Faculty Name: _____________________________________________ Dept.: ______________

Verified by (please sign):

______________________________    ________________________________
Student                          Date                          Department Chair/Graduate Advisor  Date

______________________________   ________________________________
Student’s Faculty Research Advisor  Date                        Associate Dean, HSSoE                 Date

______________________________   ________________________________
Student’s Co-Advisor (if applicable)  Date
Policy for New, Incoming Ph.D. Students
In order to remain in good academic standing, newly admitted students must be matched with a faculty research advisor no later than 12 months after the student’s first quarter of Ph.D. study.

- **Examples**
  - A student holding a B.S. and a M.S. enters Ph.D. study at UCI in the fall 2011 quarter. He/she must match with a faculty research advisor by the end of the summer 2012 quarter.
  - A student holding a B.S. enters Ph.D. study at UCI in the fall 2011 quarter. He/she first works on his/her M.S. degree and completes that step in the spring 2012 quarter. He/she must match with a faculty research advisor by the end of the spring 2013 quarter.

Policy for Continuing Ph.D. Students
In order to remain in good academic standing, continuing students who are switching advisors (for whatever reason) must match with a new faculty research advisor no later than the end of the subsequent quarter (excluding summer term). During the period that the student is searching for a new advisor, the advisor of record will be the Graduate Advisor in the student’s home department/program.

- **Examples**
  - A Ph.D. student’s faculty research advisor loses funding during the Winter 2012 quarter and, as such, the student makes the decision to leave the lab and attempt to match with a new advisor who has funding available. He/she must match with a faculty research advisor by the end of the Spring 2012 quarter.
  - A faculty research advisor asks a student to leave the lab due to lack of progress the 4th week of the Spring 2012 quarter. He/she must match with a new faculty research advisor by the end of the Fall 2012 quarter.

Important Notes for All Ph.D. Students
Ph.D. students should have a research advisor at all times throughout their graduate study in order to be fulfilling the requirement of making satisfactory progress towards their degree. However, matching with a Ph.D. advisor can take some time and, as such, the above guidelines have been put in place. Please note that matching with a faculty research advisor is independent of locating funding for a student’s studies.

Process of officially matching with a faculty research advisor:
- Once you have matched with a faculty research advisor (within the timing guidelines outlined in the policies above), please complete the following steps:
  1. Fill out the “Ph.D. Faculty Research Advisor Verification Form”
  2. Obtain your matched Faculty Advisor’s signature
  3. Submit the form to your Department/Program’s Graduate Coordinator for further processing (the form will then go to the Graduate Student Affairs Office for approval and tracking purposes).
- A new Ph.D. Faculty Advisor Verification Form is needed anytime a student makes a change to his/her advisor for any reason. Please note that students are required to inform both their department/program Graduate Coordinator and the Graduate Student Affairs Office at the point of leaving the original lab, so that guidance on matching with a new advisor can be given.