

## 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: \_\_\_\_\_

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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*): \_\_\_\_\_
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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.: \_\_\_\_\_

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*Verified by (please sign):*

_____	Date	_____	Date
Student		Department Chair/Graduate Advisor	

_____	Date	_____	Date
Student's Faculty Research Advisor		Associate Dean, HSSoE	

_____	Date
Student's Co-Advisor (if applicable)	

## 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 by 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 4<sup>th</sup> 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.*