BME ADVISOR-GRADUATE STUDENT FINANCIAL COMMITMENT

This form documents the financial 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, the Laney Graduate School 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, the Laney Graduate School 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

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To be completed by both the Student and the Advisor:
By signing below, I agree to the following Advisor-Student academic and financial relationship policies:
The Advisor commits to being responsible for this Graduate Student’s stipend and tuition costs for a minimum of one year (starting from the commitment date listed above), using the account number(s) listed below. The Advisor acknowledges that the BME Finance Office will verify the existence of sufficient funds within the account(s) prior to final approval of the Student-Advisor match. Pending reasonable fulfillment of expectation and responsibilities, the Advisor commits to the responsibility of this Graduate Student’s stipend and tuition charges for his/her tenure as a graduate student in the program.

Grant/Funding Source #1: _____________________________________________________________
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 timeline 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 and financial support, 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 timeline 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 and financially 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 accounting for 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

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 and Received confirmation from the BME Finance Office that the above faculty member has sufficient funds to support the research stipend and tuition costs of the Graduate Student.

Associate Chair of Graduate Studies Printed Name

Signature          Date

Updated September 2015