

# Graduate Advising Agreement

Scholars enrolled in chemistry's graduate program must complete this form in partnership with their primary research mentor. The completed form will be placed in the scholar's electronic file to formalize the advisor-advisee commitment. The goal of this form is to make the core expectations of the chemistry graduate program transparent at the time a scholar joins a group. The graduate program recognizes that a standardized agreement cannot account for everything that will arise in the day-to-day work of an advisor-advisee team. With this agreement in place, scholars and their primary research mentor can ensure a shared foundation for discussion with the graduate program as their shared commitment develops over time.

**This PDF version of the form is provided for review only – the form must be submitted to the graduate program using DocuSign.**

## Completed by Scholar (Advisee)

- I agree to read and follow all requirements and policies in the [Laney Graduate School handbook](#) and the [chemistry graduate program handbook](#).
- I agree to document and review items discussed in all meetings with my primary research mentor, including, but not limited to, communication expectations, project ideas, timelines, professional conduct, lab reporting structure, external funding opportunities, and how my research grade will be assessed.
- I understand my research grade will be based on research effort conducted during each semester.
- I agree to proactively seek clarity, when needed, around research expectations and responsibilities for current and future semesters.
- I accept responsibility for completing milestone requirements on time, including proactively working with my entire research committee to schedule required in-person meetings and obtain required paperwork.

Is this form a replacement for an earlier advising commitment? Yes No  
*If the answer is "yes", a petition to change advisor must be submitted and approved prior to the submission of this form.*

Do you intend to establish an official co-advisor? Yes No  
*If the answer is "yes", please ensure that the co-advisor addendum to this form is completed.*

**Scholar Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Completed by Faculty (Primary Research Mentor)**

- \_\_\_ I will actively engage in an advising relationship with the scholar listed above.
- \_\_\_ I agree to support this student in following all requirements and policies in the [Laney Graduate School handbook](#) and the [chemistry graduate program handbook](#).
- \_\_\_ I will discuss expectations for our advisor-advisee mentoring and research relationship, including how I will assess their research grade each semester.
- \_\_\_ I will provide a written midterm assessment of research performance to the DGS every semester, including specific elaborative comments *addressed to the scholar* outlining expectations for improvement following any assessment other than "satisfactory, no concerns."
- \_\_\_ I agree to actively participate in discussions with the scholar and to provide written feedback on overall academic performance when concerns arise addressed to both the scholar and the DGS.
- \_\_\_ I understand that as an advisor and a faculty member in chemistry, I am expected to raise external funding to cover 50% of the scholar's financial support (stipend and associated sponsor tuition) during their second year in the program and 100% of the scholar's financial support once they reach their third year in the program. I will proactively apply for grant funding, support the scholar in applying for external funding, and apply for bridge funding in accordance with chemistry department guidelines, if necessary.

- \_\_\_\_\_ I understand that suspension of support, termination, or dismissal is only triggered if proper LGS and chemistry handbook protocols are followed, the scholar is no longer in good standing, and I have proactively reported concerns and participated in discussions with chemistry and LGS leadership.
- \_\_\_\_\_ I have reviewed my current and future funding plans with my Department Chair/Director and RAS Representative and we agree that this will be a financially viable advising relationship.

Please identify up to three funding sources (training grants, fellowships, etc.) that may be appropriate targets for additional funding for the scholar. These may be faculty-led grants or awards made directly to the scholar.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Primary Research Mentor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Graduate Advising Agreement Addendums

Please review and complete all sections that apply to your specific advisor-advisee commitment.

### Completed by Primary Research Mentor for MD/PhD Student Only (Advisor)

- \_\_\_\_\_ I understand that I am responsible for 100% of the scholar's financial support from September 01 of their first program year.
- \_\_\_\_\_ I understand that the scholar will be required to complete one chemistry TA assignment prior to entering PhD candidacy. During the semester in which this assignment is served, the department will cover the scholar's stipend at a rate of 50% for 4.5 months.
- \_\_\_\_\_ I understand that the MD/PHD program requires the scholar to have one first author paper prior to completion of the PhD program and will work with the scholar to create a research plan in support of this requirement.

### Completed by Scholar Only in Case of a Co-Advisor Commitment (Advisee):

The intended co-advisor is \_\_\_\_\_.

- \_\_\_\_\_ I understand that it is my responsibility to facilitate the co-advising commitment in regard to scheduling and defining research effort.
- \_\_\_\_\_ I understand that it is my responsibility to include the co-advisor in research updates, milestones, and other academic progress discussions.
- \_\_\_\_\_ The chemistry graduate program requires the selection of a single primary advisor selection even in the case of a co-advising agreement. I understand that I must identify a primary research mentor and a co-advisor and that these roles may not be changed without a formal petition to the program.

**Completed by Primary Research Mentor Only in Case of  
a Co-Advisor Commitment (Advisor):**

- \_\_\_ I understand and support the pursuit of a co-advising commitment with the faculty member listed above.
- \_\_\_ I understand that a co-advising agreement letter must be generated in conversation with the co-advisor and the scholar. I will be responsible for preparing and submitting this letter in conversation with the entire advisee-advisor team. This letter must specifically outline any shared financial support. I understand I will be responsible for 100% of primary research mentor support commitments except as otherwise stated in this letter.

**Completed by Co-Advisor, If Applicable**

I acknowledge that I have read, understood, and agree to the Advisor-Advisee expectations listed above.

**Co-Advisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_