Computing PhD Student/Advisor Agreement

All students in the Computing PhD Program must select a major advisor prior to the end of their first semester of the program. Student/Advisor relationships are made official by completing this contract and submitting it to the Program Administrator. This contract remains in effect until it is either canceled, updated, or the student completes the degree.

Students requesting to change advisors must complete a new form with their new advisor.

This agreement does not constitute a contract of financial support. Funding agreements must be formalized by a graduate assistantship contract. Contact the Program Administrator for additional information.

**Graduate Student Information**

Name: 
Emphasis: 
Email: 
ID#: 

**Major Advisor Information**

Name: 
Title: 
Department: 
ID#: 

**Graduate Student Agreement**

I ____________________________ acknowledge that I am responsible for the successful completion of my degree. I understand that it is my responsibility to schedule regular meetings with my advisor and communicate with them when I need guidance or feedback on my research work. By signing below, I certify that I have reviewed the Computing PhD Student Handbook and reviewed the attached Discussion Checklist with my advisor.

**Advisor Agreement**

I ____________________________ agree to mentor the above student and serve as the chair of their committee for the duration of their degree program. By signing below I certify that I have reviewed the Computing PhD Student Handbook and completed the attached Discussion Checklist with the student.

**Signatures**

Student:   Date: 
Advisor:   Date: 

[Signature line for student]

[Signature line for advisor]
Discussion Checklist

This checklist provides topics for discussion that help to clarify expectations and responsibilities of the graduate student and the advisor.

We have discussed the following:

- Required coursework, degree plan, and timeline for degree completion.
- Meetings – how often and subject. (advising, research work, lab group meetings etc.)
- Lab rules and expectations.
- How to approach a situation where there might be conflict or disagreement between the student and the advisor.
- Expected turnaround time for editorial feedback and revisions of work. (e.g., class projects, proposals, dissertation drafts, publications.)
- The importance of the student acquiring professional skills for future career, and responsibilities of the student and those of the advisor.
- Opportunities to attend regional, national or international conferences, including the opportunity to present and available travel funds.
- Funding – Assistantship/external fellowship,