



MEMORANDUM

TO: Van Wilson, Ph.D.
Vice Dean for Research and Graduate Studies

THROUGH: _____
Mentor's Department Chairperson

FROM: _____
Faculty Mentor

_____ Date

This memo is to acknowledge my acceptance of _____ in my laboratory for his/her dissertation research. I understand that it is my responsibility to serve as the chair (or co-chair if I am not a College of Medicine faculty member) of the student's dissertation advisory committee and to fulfill all the responsibilities of the chair as defined by the Office of Graduate and Professional Studies and the college's Graduate Committee (GC). I will provide the resources for these studies and will advise and mentor the student in accordance with the requirements for the _____ program.

I also acknowledge the financial responsibility for this student including the stipend and benefits as set by the GC. My stipend support for the student will begin on _____. I will pay tuition and fees as allowed by funding sources if possible and will budget for these items in future grants that would support the student. If for some reason, I am not able to meet these obligations, I will meet with my department chairperson and the Vice Dean for Research and Graduate Studies to work out the mechanism for supporting this student.