Biology Department Change of Major Advisor Form

This form must be completed and signed by both Major Advisors involved as well as the Department Head before the transition can be completed.

Student Name:

Student ID:

Current Program (Circle one): Non-Thesis MS Thesis MS PhD

Semester/Year Program begun:

For PhD students only, examinations completed:

Qualifier YES NO If yes, date of completion:

Comprehensive YES NO If yes, date of completion:

Original Major Advisor Name:

New Major Advisor Name:

Separation checklist The original Major Advisor and the student must complete each of these items and initial where directed.

1. We have discussed and agreed exactly what must happen to the data recorded by the student during the time in my laboratory, such as laboratory notebooks. *Initials* Student\_\_\_\_; MA\_\_\_\_\_
2. We have discussed and agreed the possible use of these data in subsequent publications or presentations and we are in agreement as to any future authorship, if any, of publications and/or presentations that include all or part of the data generated by the student. *Initials* Student\_\_\_\_; MA \_\_\_\_\_
3. We have discussed the implications for the student’s financial support.  *Initials* Student\_\_\_\_; MA \_\_\_\_\_
4. We have discussed the implications for the student’s matriculation through the graduate program.   
   *Initials* Student\_\_\_\_; MA \_\_\_\_\_
5. All research materials remaining from the work done by the student have been dealt with in a satisfactory manner and a completed NMSU Laboratory Decommissioning Certification has been submitted.  
   *Initials* Student\_\_\_\_; MA \_\_\_\_\_
6. There is an attached Memorandum of Agreement elaborating on the above discussions. Yes\_\_\_; No\_\_\_

Transfer checklist The new Major Advisor and the student must complete and initial each items.

1. We have discussed the implications for the student’s financial support. *Initials* Student\_\_\_\_; MA \_\_\_\_\_
2. We have discussed the implications for the student’s matriculation through the graduate program.  
   *Initials* Student\_\_\_\_; MA \_\_\_\_\_

Approvals/Acknowledgment of Transfer to new Principle Investigator

Signatures (to be signed in this order)

Approval of Transfer, Student Date

Acknowledgement of Separation, Original Major Advisor Date

Approval of Transfer, New Major Advisor Date

Approval of Transfer, Department Head Date