

## **Graduate School of Biomedical Sciences Procedures**

### **2.0 – Graduate Student Transfer Procedure**

**Last Updated:** February 22, 2024

**Applies to:** Students appointing or changing advisors.

**Purpose:** To facilitate the smooth transfer of graduate students to the departments and students who are appointing or changing advisors.

#### **Procedures**

1. After selecting or changing major advisors, graduate students must complete and submit the Appointment of Major Advisor, Compact, and the Financial Commitment forms to their program administrator.
2. Financial Commitment form: Students must obtain the signature of the new major advisor, department administrator, and the department HR/Administrative contact. The HR/Administrative contact must include their email address and phone number in the top right box of the form. The signature of the new advisor is required for students who are changing advisors. Incomplete forms will not be accepted.
3. First year students must submit the original forms to the program administrators for review no later than May 15 of the academic year, or by the date established by the student's program if earlier. Students who are changing major advisors must submit a new financial commitment form within five (5) business days of the change. The program administrator will forward the original forms to the GSBS finance team.
4. The effective date for the funding/transfer of first year students should be July 1 unless the student is appointed to a training grant or has approval from the Dean of GSBS for an alternate date.
5. Comment section: Complete the comment section for transfer dates later than July 1. Enter the reason for the delay and other pertinent information.
6. Some general guidelines on the most commonly used student titles are below.
  - \*Research Assistant, GS; Stipend can be paid from federal grants, gifts, and unrestricted funds. Cannot be paid from training grants or fellowships.
  - \*Predoctoral Fellow, GS; Stipend can be paid from training grants, gifts, unrestricted funds, and fellowships. Cannot be paid from federal awards. These are upper level students, 2nd year and higher.
  - \*Graduate Student-1st Year; This title is used for incoming newly matriculated first year students.
7. Please review BCM Policy 02.4.34, section 3-6 for guidance on student titles.
8. Appointment of the major advisor will not be official until all forms are properly completed and submitted.

## Financial Commitment Form

THE GRADUATE SCHOOL of  
BIOMEDICAL SCIENCES

Baylor  
College of  
Medicine

GRADUATE STUDENT INFORMATION:		MAJOR ADVISOR INFORMATION:	
Name	Matriculation	Major Advisor Name	Department
Student's Program	BCM ID#	Dept. HR/Admin. Name	
Graduate Program Administrator	Phone Ext.	Dept. HR/Admin. email Address	Phone Ext.

### FUNDING INFORMATION FOR STUDENT BEGINNING

DATE \_\_\_\_\_

\_\_\_\_\_  
COST CENTER/WBS ELEMENT BUSINESS AREA PERCENTAGE (%)

\_\_\_\_\_  
COST CENTER/WBS ELEMENT BUSINESS AREA PERCENTAGE (%)

### POSITION TITLE and No.:

Position No. \_\_\_\_\_

MD/Ph.D. ☐ Yes ☐ No

☐ Predoctoral Fellow (Gs)

Comments: \_\_\_\_\_

☐ Research Assistant (Gs)

\_\_\_\_\_

☐ Other: \_\_\_\_\_

\_\_\_\_\_

### SIGNATURES:

I \_\_\_\_\_ (major advisor) have accepted \_\_\_\_\_ (student name) into my lab as a graduate student. I agree to provide support throughout this student's tenure in my lab, and I recognize that these costs may be subject to change.

The major advisor and the department/institution accepts full responsibility for funding the student's stipend, health insurance, and fringe benefits at the rate determined by Baylor College of Medicine each academic year.

\_\_\_\_\_  
Major Advisor Approval Print Name Date

\_\_\_\_\_  
Department HR/Admin. Approval Print Name Date

\_\_\_\_\_  
Department Administrator Approval Print Name Date

Retain a copy of this agreement in the department and return the original to the program administrator.