Print Form

SOM Graduate Studies Program
Master's Program Mentor/Advisor Assignment Form

Student Name: Mentor/Advisor Name

Student ID: **U**

DO NOT enter Social Security Number

Graduate Studies Office Use Only: Mentor ID#

Student Phone: **Program or Mentor Lab Phone:**

I have read and understand this document.

Student Signature: **Date:**

Section 1: Student's Graduate Program Affiliation – Choose appropriate program from the drop down list

Select Program

Section 2: Mentor/Advisor Acceptance of Student

I am a member of the SOM Graduate Faculty affiliated with the Program indicated in Section 1 and I agree to serve as a mentor/advisor for this student.

Mentor's/Advisor's Primary Administrative Unit[1]: _____

The Primary Administrative Unit is the OHSU unit which pays the faculty member's salary and that receives credit for indirect costs earned by the faculty member's grants

Faculty Signature: **Date:**

Section 3: Approval by Director of Mentor's/Advisor's Primary Administrative Unit[1]

The Primary Administrative Unit[1] of the Mentor/Advisor approves the assignment of the mentor/advisor named above.

Chair or Unit Director Name:_____

Chair or Unit Director Signature: _____ **Date:** _____

Administrative/Program Coordinator: **Date:**

Section 4: Graduate Program Acceptance and Approval

The Program indicated in Item 1: (a) accepts the student named above, (b) certifies that the mentor/advisor meets the Program's criteria for mentors/advisors, and (c) approves the assignment of this mentor/advisor to the student named above.

Program Director Signature: _____ **Date:** _____

Program Coordinator Review: **Date:**

Student: Complete the student information section and section 1 then sign. If you are unclear of the Graduate Program Affiliation, consult your Program Coordinator.
The Mentor, Mentor's Administrative Unit, and the Graduate Program complete their sections.
Send the completed form to: **Office of Graduate Studies**
Mailcode L102

For Graduate Studies Office Use Only:

Date Received:

SOM Graduate Studies Program
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Instructions

This form is required for all SOM graduate students admitted to a master's degree program. When the student identifies a mentor/advisor, this form is completed and returned to the Graduate Studies Office (L102).

If the student changes mentor/advisors, a new form must be submitted as soon as possible.

The Associate Dean for Graduate Studies must approve transfers between graduate programs through a separate process described in the Graduate Council By-Laws.

Student Section:
Complete this section and sign. Use your OHSU Student ID number, not your social security number. Phone numbers are required.

Section 1. Program - Student completes
Choose the appropriate Graduate Program Affiliation. If you are unsure, consult your Program Coordinator.

Section 2. Mentor:
The Mentor/Advisor MUST be an approved member of the SOM Graduate Faculty. A full list of Graduate Faculty can be found on the Graduate Studies web site. The individual must meet the graduate program's requirements to serve as a mentor/advisor as described in the Graduate Council By-Laws. Individual programs may have additional requirements in addition to the Graduate Council requirements. It is each program's responsibility to ensure that the proposed mentor/advisor meets all requirements prior to submission of the Mentor/Advisor form.

Section 3. Approval by Director of Mentor/Advisor's Primary Administrative Unit:
This section must be completed by the chair or director of the proposed mentor/advisor's Primary Administrative Unit. The Primary Administrative Unit is the OHSU unit which pays the faculty member's salary and that receives credit for indirect costs earned by the faculty member's grants. Adjunct faculty who do not receive salary from OHSU, the Primary Administrative Unit is the OHSU unit that sponsored the adjunct appointment.

Section 4. Graduate Program Acceptance:
This section must be signed and dated by the Director of the graduate program selected by the student. The Director's signature indicates that the Program:

(a) Accepts the student into the graduate program,
(b) Certifies that the proposed mentor/advisor meets the Program's criteria for mentors/advisors, including any financial requirements.
(c) Approves the assignment of the mentor/advisor to the student.

Program Coordinator signature is also required to insure administrative acknowledgement of the acceptance.

Questions about the form or these instructions should be directed to the Graduate Studies Office (somgrad@ohsu.edu).