

## LAB ACCEPTANCE MEMO

### MEMORANDUM

**TO:** Van G. Wilson, PhD \_\_\_\_\_  
Interim Assistant Dean of Graduate Studies Date

**THROUGH:** \_\_\_\_\_  
Mentor's Department Chairperson – Please Print Signature

**FROM:** \_\_\_\_\_  
Faculty Mentor - Please print Signature

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 Instruction Committee (GIC). I will provide the resources for these studies and will advise and mentor the student in accordance with the requirements for the Medical Science program.

I also acknowledge the financial responsibility for this student including the stipend and benefits as set by the GIC. My stipend support for the student will begin on September 1, 202\_. I will also pay tuition and fees beginning with fall semester, 202\_, and I 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, support of the student is the responsibility of my department, though assistance from the college's Office of Research can be requested.