

## **Protocol for switching labs: Graduate Group in Endocrinology**

- 1) Students must contact the Head Graduate Advisor (HGA) and the program Equity Advisor as early as possible before they make arrangements to leave a thesis lab. This is to ensure the student understands the potential liabilities of the transition, including issues obtaining a degree, tuition support, stipends, health insurance and potentially visa status.
- 2) HGA should meet with the student wanting to switch labs to remind them of the policy and answer any concerns. In addition, the HGA should consult with the program Equity Advisor about the student's situation. If a student in HGA's laboratory needs to switch the lab, the Chair or another member of the Executive Committee should serve the role of HGA to provide the consultations to the student. If a student in the Equity Advisor's laboratory needs to switch the lab, the Chair or another member of the Executive Committee should serve the role of Equity Advisor to provide the consultation to the student and HGA.
- 3) HGA (or Chair) should inform all executive committee members about student's status and provide the progress report regarding student's search of a new lab.
- 4) During student's search for a new mentor, it is the responsibility of student's original PI to fund the student's stipend and tuition until the end of the current semester or summer session.
- 5) Once a student finds and transitions to a new lab, both student and the new PI mentor will sign an agreement form in which the PI's responsibility, including student's funding, will be stated in detail.
- 6) If the student is unable to find a new mentor in the current semester, the program will provide funding support to student for one semester, or for a summer session, after the previous PI's support ends. If a potentially new mentor requires the student to work in the lab on a trial basis before the decision to accept the student into the lab, the program will provide funding support for one semester or a summer session.
- 7) If the student needs more than one semester (or summer session) to find a new lab, or if the student needs to work in a second laboratory on a trial basis, then the program executive committee will decide on funding for the student on a case-by-case basis.