

Guidelines for Transitioning a Student to a Different Lab, or out of the Department Graduate Program

Change of thesis labs:

1. Students must contact the Department manager and the Director of Graduate Affairs 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. Faculty must provide their student up to 4 weeks of financial support to facilitate their active search/transition to another lab. The faculty must submit to the Department manager and the Director of Graduate Affairs an email detailing the length of support agreed to. However, as soon as the new lab/PI has agreed to take the student, the student and PI must contact the Department office, and financial responsibility for student support transfers to the new PI/advisor.
3. While the Department manager may assist in the transition of a student to another lab, the student is ultimately responsible for ensuring all Graduate School and departmental requirements are met and forms are submitted for the transition.
4. As a matter of policy, the Department does not provide stipend support for students as they rotate to find a new thesis lab. (under rare circumstances, the Department may consider such support – but this must involve discussions in advance with the Director of Graduate Affairs and the Chair).

Leaving the Graduate Program

1. Students should contact the Department manager and the Director of Graduate Affairs as early as possible if they are considering leaving the graduate program. The timing of a student's departure from the program does impact whether tuition must be reimbursed and eligibility for a degree.
2. Students will not receive a Masters or PhD degree if Graduate School and Department of Oncological Sciences requirements have not been met when they leave the graduate program. As such, students are advised to discuss degree requirements with the Department manager before they leave the graduate program.

Failure of Preliminary Exam, and Masters Degree Options

1. A student who fails the preliminary exam may petition the Graduate Committee to request a [Masters degree](#), either 'Thesis' or 'Non-Thesis' A student will not be eligible to obtain a Masters degree unless they have satisfied all Department and Graduate School requirements for the degree, and the thesis mentor is in agreement the degree should be granted. If this path is taken, a three member committee must be formed.

Termination of a student from the thesis lab

1. Faculty must provide written documentation to students about unsatisfactory progress on thesis projects prior to terminating a student. Faculty should discuss the termination process with the Director of Graduate Affairs prior to termination, to ensure that the faculty is fully informed.
2. When a student will be terminated from a thesis lab due to unsatisfactory progress, faculty must provide 6 weeks of support to the student to actively seek a new thesis lab or position. If a student cannot find a new thesis lab within this timeframe or if they go to a different department or position, they will be dismissed from the Onc Sci graduate program.
3. Faculty may request dismissal of a student from the Graduate School due to behavioral, academic, professional, or ethical misconduct. In such an event, the procedures outlined in the "Code of Student Rights and Responsibilities" shall be followed. (<http://regulations.utah.edu/academics/6-400.php>)