

# Advisory Chair Selection Form

Name: \_\_\_\_\_ Degree Sought: \_\_\_\_\_ Date: \_\_\_\_\_

The process of selecting an Advisory Chair is outlined at <https://chem.byu.edu/graduate-students/program-information/graduate-student-handbook/advisement-committee-formulation-of-a-program-of-study/>. This form guides you through the 5 steps of choosing an advisory chair. **The form must be given to the Department Administrative Assistant (C104 BNSN) at the time you schedule your appointment** (end of November/beginning of December) to discuss your preference for selection of an Advisory Chair with the Department Chair (Step 5 below). Please print or write clearly and neatly.

## **Step 1. Attend New Student Orientation.**

## **Step 2. Research the faculty.**

Review online faculty research ([chem.byu.edu/faculty/](https://chem.byu.edu/faculty/)). Ask faculty members for recent publications. Talk to other students. Arrange to look at past theses. *Please summarize on the back of this form the efforts you have made to research the faculty.*

## **Step 3. Chemistry: talk to at least 4; Biochemistry: talk to at least 3**

Please have the faculty members with whom you have talked sign on the lines below:

Signatures: _____	Date: _____
_____	_____
_____	_____
_____	_____

## **Step 4. Tentatively select your preference for an Advisory Chair and arrange to speak with the Department Chair.**

After you have researched the faculty and have spoken to those faculty members who are candidates to serve as your Advisory Chair, you are ready to discuss your preferences with the Department Chair. Write the name of your first and second preferences on the line below. *On the back of this form summarize your reasons for these preferences.* Take this form to the Administrative Assistant (C104 BNSN) and arrange an appointment to discuss your preferences with the Department Chair.

My preferences for my Advisory Chair are:

First Choice \_\_\_\_\_, Second Choice \_\_\_\_\_

## **Step 5. Talk with the Department Chair.**

Once the Department Chair has approved the selection of your Advisory Chair, you should begin to work with that person. **The first item to complete with your new Advisory Chair is your Program of Study.** When your Advisory Chair signs the bottom of your completed Program of Study and it is properly submitted, this is considered an official declaration to Graduate Studies that this faculty member will be your Advisory Chair. Obtain signatures of advisory committee members following area guidelines. Submit the completed Program of Study to the Graduate Program Administrator (C101 BNSN) by the third week of your second semester at BYU.

\_\_\_\_\_ has been approved to serve as the student's Advisory Chair.

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

