



GDBBS Advisor-Advisee Agreement Form Instructions

GDBBS students and their prospective advisor(s) must complete their GDBBS Advisor-Advisee Agreement Form by June 1 of the student's second year in the Ph.D. program. In most circumstances, students are required by their program to identify an advisor match by the end of their first year, and the form should be submitted as soon as that identification has been made. The form is required to formalize all advisor-advisee mentoring and research commitments.

Process Overview

GDBBS students must provide the following information when they initiate the DocuSign process:

- Student Name & Email
- Does this form replace an earlier advisor commitment?
- Advisor's Name & Email
- Advisor's Department Chair/Division Director Name & Email
IMPORTANT, this is the chair or director of your faculty advisor's primary appointment. It is not the director of your graduate program. If you do not know who your advisor's department chair or division director is, ask your advisor before you start the Advisor-Advisee Agreement.
- Is there a Co-Advisor? **If yes:**
 - Co-Advisor's Name & Email (if applicable)
IMPORTANT, as above, this is the Chair or Director of your faculty co-advisor's primary appointment.
 - Co-Advisor's Department/Division Chair's Name & Email (if applicable)
- Program Director or DGS
IMPORTANT, each program has a preference as to whether the PD or DGS signs this form. Please use the name below:

Program	Name	Position	Email
BCDB	Lawrence Boise	Director of Graduate Studies	lboise@emory.edu
CB	Anna Kenney	Program Director	anna.kenney@emory.edu
GMB	David Katz	Program Director	djkatz@emory.edu
IMP	Mehul Suthar	Director of Graduate Studies, Pre-Qual Students	mehul.s.suthar@emory.edu
MMG	Shonna McBride	Director of Graduate Studies	shonna.mcbride@emory.edu
MSP	Sunil Raikar	Junior Director of Graduate Studies	sraikar@emory.edu
NS	John Hepler	Director of Graduate Studies, Years 1-2	jhepler@emory.edu
PBEE	David Civitello	Program Director	dcivite@emory.edu

Once submitted, the form is routed and signed in the following order:

- Advisor
- Advisor's Department Chair/Division Director
- Co-Advisor (if applicable)
- Co-Advisor's Department Chair/Division Director (if applicable)
- Program Director or DGS
- GDBBS Associate Director of Student Affairs

The form is not officially approved and complete until all recipients have signed.

DocuSign Form Submission Link

[GDBBS Advisor-Advisee Agreement Form \(DocuSign\)](#)