



School of Medicine
Graduate Studies Program
Request for Advisory Committee

Note – The Advisory Committee is appointed by the Program Director to guide and advise the student in the research and preparation of the thesis or dissertation document. The committee must be appointed within 1 year after Advancement to candidacy or upon commencement of the thesis or dissertation research, whichever is earlier. **The Associate Dean for Graduate Studies must approve the appointment of each Advisory Committee based upon the recommendation of the Program Director.**
Form must be typewritten. Handwritten forms will not be accepted.

Student

Student ID **U**

The Program in

requests approval of the following faculty members to serve as the Master Thesis PhD Dissertation
Advisory Committee for the above named student with the proposed thesis or dissertation project title:

Faculty Name and Degree
(ie Frank Jones, PhD)

Primary Department or Institute

Faculty Signature

★

★ *Indicates Committee Chair*

◆ *Indicates recognized scholar who is not a member of the graduate faculty (CV or NIH Style Biosketch MUST be attached)*

Program Director Name (please print)

Program Director Signature

Date

Allison Fryer, PhD

Associate Dean for Graduate Studies

Associate Dean for Graduate Studies

Date

Please submit to:

Office of Graduate Studies
Mackenzie Hall, room 4155
Mailcode L102GS

For Office of the
Registrar use only

Date Received:

Request for Advisory Committee INSTRUCTIONS

The Advisory Committee must be appointed within one (1) year after advancement to candidacy or upon commencement of the dissertation research, whichever is earlier. PhD students may form their committee and submit the Request for Advisory Committee prior to Advancing to Candidacy. Some Programs require the committee be set prior to one (1) year. Students should verify the requirement with their Program Coordinator.

FORM COMPLETION:

- All forms are expected to be **TYPED**, handwritten forms will be returned.
- The student will provide the Student Name, Student ID#, Graduate Program, Degree sought and thesis/dissertation title.
- The student is expected to provide the names, degrees, primary administrative unit/institute information, and signature of the committee chair, and if the program requires it - signatures of each committee member.

INSTRUCTIONS:

PhD students: The committee must consist of no fewer than four (4) members of the graduate faculty..

Master students: The committee must consist of no fewer than three (3) members of the graduate faculty.

- A) List of SoM Graduate Faculty can be found on the Graduate Studies web page (<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/index.cfm>).
- B) The Program Director may request permission to replace one of the committee members by a recognized scholar who is not a member of the graduate faculty.
 - a. Requests to appoint an outside member to the Advisory Committee must be supported by a letter from the Program Director and a copy of the individual's curriculum vitae or NIH style biosketch
- C) More detailed instructions as to how an external committee may be appointed can be found in Guidelines and Regulations at <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/students/upload/Guidelines-and-Regulations-revised-9-2010.pdf>
 - The candidate's mentor should serve as a member of the committee.
 - The Program Director's recommendation for appointment of the Advisory Committee will be sent to the Associate Dean for Graduate Studies for approval using the *REQUEST FOR ADVISORY COMMITTEE* form.
 - The Advisory Committee is expected to meet at least annually to evaluate progress toward completion of the thesis.
 - With the approval of the Program Director, the committee may place a student on academic probation if it is determined that progress has not been adequate.
 - In such cases, the Program Director will notify the student and the Associate Dean for Graduate Studies in writing of the probationary status, specify in what way(s) the student is failing to meet standards and specify time limits for correcting the deficiencies.
 - If the student fails to correct the deficiencies within the specified time limits, the Program Director may recommend dismissal of the student.
- D) After the Program Director signs, the Program sends the form to Graduate Studies for final processing.