



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's 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

Five horizontal lines for entering faculty names and degrees.

Five horizontal lines for entering primary departments or institutes.

† (Indicates recognized scholar-not a member of the graduate faculty (a CV or 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

The Graduate Studies Office will obtain the signature of the Associate Dean for Graduate Studies.

Please submit to:

Office of Graduate Studies Mackenzie Hall, room 4155 Mailcode L102GS

Registrar use only

Date Received:

Request for Advisory Committee INSTRUCTIONS

STOP! Have you submitted the *Advancement to Candidacy Form (PhD only)*? If yes, please proceed. If no, please complete and submit this form first.

- A) **PhD students:** The committee must consist of no fewer than four (4) members of the graduate faculty. At least one (1) committee member must be from outside the program.
- Master students:** The committee must consist of no fewer than three (3) members of the graduate faculty. At least one (1) committee member must be from outside the program.

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.
- 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.
 - More detailed instructions as to how an external committee may be appointed can be found at <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>
- C) The candidate's mentor should serve as a member of the committee.
- D) 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.
- E) 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.
- F) After the Program Director signs, send the form to Graduate Studies for final processing.