

**ADVISORY COMMITTEE
MASTER'S DEGREE**

Name of Student:

Program:

TO: **Members of the Faculty Listed Below**

The Advisory Committee is composed of a student's Major Advisor, who will serve as Chair, and three or four other appointed members. If a Co-Major Advisor has been appointed, s/he is one of the three or four committee members. A majority of the committee members must hold appointments on the faculty of the School of Graduate Studies. One member of the committee may be from outside the student's major department or two from outside if the committee consists of five members. It is the responsibility of this committee to assist the student in selecting courses pertinent to the objectives of the student's educational program and to guide the student in planning the Research Proposal, which will serve as the basis for the student's thesis/project/supervised research. The committee and Department Chair must approve the Research Proposal before submitting it to the Dean. The committee also will give a critical review of the research/project in progress.

Copies of the student's thesis/project/supervised research must be distributed to this committee at least five weeks prior to the Final Oral Examination date. At least three weeks before the oral examination, the thesis/project/supervised research should be approved by the Advisory Committee and the Thesis/Project/Supervised Research Form submitted to the Dean's office. The signed form indicates that the members of the committee have read the draft copy of the thesis/project and find it acceptable for the purpose of examining the student. The student should contact the Dean's office and Advisory Committee to arrange a time that all individuals may attend the oral examination. Once the time is established, notification in writing is sent to the Dean's office on a completed Oral Examination Faculty Agreement Form. If you are willing to serve on the committee indicated above, please sign in the space below opposite your name.

Name

Signature

Date

Major Advisor

Department Chair (or Associate Dean for Academic Affairs in Nursing)

Dean, School of Graduate Studies