

College of Graduate Studies  
Medical University of South Carolina

**RECOMMENDATION FOR APPOINTMENT OF  
DISSERTATION ADVISORY COMMITTEE**

The Department of \_\_\_\_\_ recommends the \_\_\_\_\_ appointment of the following  
Dissertation Advisory committee for \_\_\_\_\_ and assures that sufficient funds  
will be available for completion of the student's research.

Chairperson \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Print Name Signature Dept

Co-Chair \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (if applicable) Print Name Signature Dept

\_\_\_\_\_  
 PRINT NAME SIGNATURE DEPT/UNIVERSITY DATE

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 PRINT NAME SIGNATURE DEPT/UNIVERSITY DATE

\_\_\_\_\_  
 PRINT NAME SIGNATURE DEPT/UNIVERSITY DATE

\_\_\_\_\_  
 Department Chairperson Date: Departmental Coordinator Date:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, College of Graduate Studies

**THE DISSERTATION ADVISORY COMMITTEE - Ph.D.**

The Dissertation Advisory Committee shall consist of at least five members, at least three from the student's major program and at least two from outside of the student's home department. **All members** of the committee shall be **members of the graduate faculty**. An individual serving as external evaluator does not require an appointment on the CGS graduate faculty as long as they have appropriate credentials at an outside institution. **The chairman must be a full member of Graduate Faculty or an Associate member with a full member co-chair.** The Dissertation advisor will be responsible for coordinating the activity of the Dissertation Advisory Committee and insuring compliance with graduate school regulations.

A Dissertation Advisory Committee shall be chosen by the student with the proposed dissertation advisor and the names forwarded through the departmental graduate coordinator for approval by the Dean. The Dissertation Advisory Committee **should be organized no later than six months after passing the departmental written exam.**

The **student must meet at least annually with his/her Dissertation Advisory Committee** from the time of appointment of the committee until completion of the requirements for the degree. The Departmental coordinator and the Dean should be notified in writing of the annual meetings by the chairman of the Dissertation Advisory Committee. More frequent meetings of the Dissertation Advisory Committee and the student are encouraged in order to facilitate student-committee interaction. Meetings may be called at the discretion of the student, the advisor, or if two or more members of the Dissertation Advisory Committee request such a meeting. **Please submit a Dissertation Advisory Committee form once the full committee has been selected.**