

**College of Graduate Studies  
Medical University of South Carolina**

**APPOINTMENT OF MAJOR DISSERTATION ADVISOR - Ph.D.**

~ PLEASE TYPE OR PRINT LEGIBLY ~

To: Graduate Office From: \_\_\_\_\_, Graduate Coordinator

Department or Program \_\_\_\_\_

Re: \_\_\_\_\_  
Student's Name

The above-named student has chosen \_\_\_\_\_  
Major Advisor Co-Advisor (if applicable)

I agree to be responsible for overseeing and directing the research of the above-named student and accept the duties related to this position as mentor. I acknowledge that it is mandatory that I provide the funds for stipend support for any student after the College of Graduate Studies stipend ends. I will also provide the funds for laboratory supplies. The following sources of funding will be available for the period of time necessary for completion of the Ph.D. degree to support this student:

Funding Agency: \_\_\_\_\_

Grant Number & Ending Date: \_\_\_\_\_

**We have discussed the Graduate Student Mentor Compact**

\_\_\_\_\_  
*Dissertation Advisory Committee Major Advisor Date Dissertation Advisory Committee Co-Advisor Date*

This meets with the Department's approval, and the Department assures that sufficient funds will be available for completion of the student's research.

\_\_\_\_\_  
*Department or Program Graduate Coordinator Date*

\_\_\_\_\_  
*Major Advisor's Department Chair Date*

\_\_\_\_\_  
*Approved by Dean, College of Graduate Studies Date*

**THE DISSERTATION ADVISORY COMMITTEE:** *The Dissertation Advisory Committee shall consist of at least **five members**, 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 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 major advisor will be responsible for coordinating the activity of the Advisory Committee and insuring compliance with graduate school regulations.*

*A Dissertation Advisory Committee shall be chosen by the student with the 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 Major Advisor 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 Advisory Committee request such a meeting. **Please submit a Dissertation Advisory Committee form once the full committee has been selected.***