

Appointment of Adviser and Committee Members

(Policies & Procedures: 2.2.0; 2.3.0; 2.3.1; 3.5.1; 3.8.3; 3.9.0; Committees: 4.0.0-4.3.4)

Please use this form to indicate your faculty adviser or chairperson of your supervisory committee, and your committee members; you can also use it to indicate the members of your reading committee for review of your thesis or dissertation. MA and PhD committees are officially appointed by the department’s Graduate Program Coordinator and approved by the Graduate School after the student has returned this form to the Graduate Program Advisor.

M.A. students must have two to four committee members, including the Adviser/Chair. The Chair and at least one-half of the total membership must be members of the UW Graduate Faculty.

Ph.D. students must have a minimum of four committee members, at least three of whom (including one Chair and the GSR*) must be members of the UW Graduate Faculty with an endorsement to chair doctoral committees. At least two members must be from the Asian L&L department.

Note: A period of **four months** must pass between the official appointment of a Ph.D. Supervisory Committee and sitting for the General “Oral” Examination.

To the faculty: Please sign your name below if you have agreed to be the student’s adviser or member of the student’s Supervisory Committee and/or Reading Committee. Only check the box if you are also a part of the student’s Reading Committee.

Student Name: _____ **Date:** _____

Appointment Type: _____ **Degree Seeking:** _____
(e.g. adviser, MA Committee, PhD Supervisory Committee or Reading Committee)

<u>Signatures</u>	<u>Reading Committee</u>	<u>Date</u>
Adviser/Chair: _____ <i>Print name:</i> _____	<input type="checkbox"/>	_____
Member: _____ <i>Print name:</i> _____	<input type="checkbox"/>	_____
Member: _____ <i>Print name:</i> _____	<input type="checkbox"/>	_____
Member (GSR): _____ <i>Print name:</i> _____	<input type="checkbox"/>	_____

Return this form to the Graduate Program Advisor (asianadv@uw.edu) for inclusion in your student file and posting to your record in the MyGrad system which sends automatic emails notifying committee members of their status.

Graduate Program Coordinator signature: _____

*For eligibility for GSR: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/graduate-school-representative-gsr-eligibility/>