

**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.

The Graduate School requires:

**M.A.** students must have a minimum of two committee members comprised of AL&L Department faculty

**Ph.D.** students must have four committee members, including:

- Three graduate faculty members from the AL&L Department **and**
- The Graduate School Representative (GSR)<sup>1</sup>
- The Ph.D. Supervisory Committee is officially appointed by the Graduate School via MyGrad after the student has returned this form to the Graduate Program Adviser.
- A period of **four months** must pass between the official appointment of a Ph.D. Supervisory Committee and sitting for the General "Oral" Exam.<sup>2</sup>

**To the faculty:** Please sign your name below if you have agreed to be a member of this 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:** \_\_\_\_\_

**Committee Type:** \_\_\_\_\_ **Degree Seeking:** \_\_\_\_\_  
(e.g. MA Committee, PhD Supervisory Committee or Reading Committee) (e.g. MA, PhD, etc.)

<u>Signatures</u>	<u>Reading Committee</u>	<u>Date</u>
<b>Adviser/Chairperson:</b> _____ <i>Print name below signature line:</i>	<input type="checkbox"/>	_____
<b>Member:</b> _____ <i>Print name below signature line:</i>	<input type="checkbox"/>	_____
<b>Member:</b> _____ <i>Print name below signature line:</i>	<input type="checkbox"/>	_____
<b>Member (GSR):</b> _____ <i>Print name below signature line:</i>	<input type="checkbox"/>	_____

**Please return this form to the Graduate Program Adviser** 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.

<sup>1</sup> For eligibility for GSR: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/graduate-school-representative-gsr-eligibility/>  
<sup>2</sup> See graduate Memo 13: <https://www.grad.washington.edu/policies/memoranda/memo13.shtml>