

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)¹
- 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.²

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>
Adviser/Chairperson: _____ <i>Print name below signature line:</i>	<input type="checkbox"/>	_____
Member: _____ <i>Print name below signature line:</i>	<input type="checkbox"/>	_____
Member: _____ <i>Print name below signature line:</i>	<input type="checkbox"/>	_____
Member (GSR): _____ <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.

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