Dissertation Committee (updated 3-5-15)

1) Purpose
The purpose of the Dissertation Committee is to assess the merit of the PhD Proposal, serve in
an advisory capacity during completion of proposed dissertation research, evaluate progress of
the student toward the degree, determine readiness for graduation, and approve graduation.

2) Selection of Dissertation Committee Members
Following successful completion of the Comprehensive Qualifying Examination, the doctoral
Dissertation Committee is established by the student in consultation with the Supervisory
Faculty. Recommendations for committee members will be communicated by the Supervisory
Faculty to the Graduate Program Director, who will send formal invitation letters to nominees.
The Dissertation Committee will consist of at least five (5) members, a majority of whom hold
formal Program Faculty status within the Pharmaceutical Sciences Graduate Program. Inclusion
of at least one committee member from outside the College of Pharmacy is mandatory. The
Supervisory Professor acts as the administrative chairperson of the Committee with voting
privilege. At least ¾ of the voting members on the Dissertation Committee must support a
decision for approval.

3) Reporting
The Dissertation Committee is expected to meet at least once every academic year to assess
the student’s progress toward the degree. The Committee Meeting Report form must be used to
document major conclusions of each meeting with the Dissertation Committee. The student is
responsible for completing the top portion of this form and for bringing a hardcopy to the
meeting. The Supervisory Faculty will act as the official recorder.

The completed and signed Committee Meeting Report form must be returned within one week
after the meeting to the graduate program office for inclusion in the student’s file.