Supervisory Committee (updated 4-7-15)

1) Purpose
The initial task of the Supervisory Committee is to review and approve the Plan of Study. For MS students, the Supervisory Committee also serves in an advisory capacity during completion of the thesis research project, evaluates student progress toward the MS degree, determines readiness for graduation, and approves graduation. For PhD students, the Supervisory Committee guides and evaluates the progress of the student toward achievement of PhD Candidacy. This includes administration and evaluation of the Comprehensive Qualifying Examination.

2) Selection of Supervisory Committee Members
The Supervisory Committee is to be formed as soon as possible after initial enrollment, but no later than the end of the first year of enrollment. The Committee is established by the student in consultation with the Supervisory Faculty. Recommendations for committee members will be communicated by the Supervisory Professor to the Graduate Program Director, who will send formal invitation letters to nominees. The Committee will consist of three (3) or five (5) members, a majority of whom hold formal Program Faculty status within the Pharmaceutical Sciences Graduate Program. For PhD students, all Supervisory Committee members must have obtained a PhD degree. The Supervisory Faculty may submit a request for exemption from this requirement to the Graduate Program Committee. Administrative chairperson of the Supervisory Committee is the Supervisory Faculty with voting privilege. A simple majority of the Supervisory Committee must support a decision for approval.

3) Reporting
The Supervisory 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 Supervisory 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.