

**College of Graduate Studies
Medical University of South Carolina**

APPOINTMENT OF MAJOR ADVISOR - Masters

~ PLEASE TYPE OR PRINT LEGIBLY ~

To: Graduate Office

From: _____, Graduate Coordinator

Department of _____

Re: _____

Student's Name

The above-named student has chosen _____, Department of _____ as his/her major advisor as indicated below. This meets with the Department's approval, and the Department assures that sufficient funds will be available for completion of the student's research.

Graduate Coordinator's Signature

Departmental Chairperson's Signature

Date

Advisory Committee Chairperson

Date

Approved by Dean, College of Graduate Studies

Date

THE ADVISORY COMMITTEE - MASTERS

The Advisory Committee, which is recommended by the major department and approved by the Graduate Council, shall consist of at least five members, three from the major department and two from outside the department. The chairman of the committee and all but one member shall be members of the graduate faculty.

The Advisory Committee should be appointed after a student has chosen a specialized area in his/her field and no later than 12 months after the student enrolls. In the interim, the student is advised by the departmental graduate committee or advisor.

The student must meet at least annually with his/her Advisory Committee from the time of appointment of the committee until completion of the requirements for the degree. The Departmental coordinator and the Dean should be notified in writing of the annual meetings by the chairman of the Advisory Committee. More frequent meetings of the Advisory Committee and the student are encouraged in order to facilitate student-committee interaction. Meetings may be called at the discretion of the student, the advisor, or if two or more members of the Advisory Committee request such a meeting.