

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

**APPOINTMENT OF MAJOR ADVISOR - Ph.D.**

~ PLEASE TYPE OR PRINT LEGIBLY ~

To: Graduate Office

From: \_\_\_\_\_, Graduate Coordinator

Department or Program \_\_\_\_\_

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

\_\_\_\_\_  
Department or Program Chairperson

\_\_\_\_\_  
Date

I have agreed to be responsible for overseeing and directing the research of the above-named student and accept the duties related to this position as mentor. I acknowledge that it is mandatory that I provide the funds for stipend support for any student who was previously a recipient of a College of Graduate Studies stipend. I will also provide the funds for laboratory supplies. The following sources of funding will be available for the period of time necessary for completion of the Ph.D. degree to support this student:

Funding Agency: \_\_\_\_\_

Grant Number & Ending Date: \_\_\_\_\_

\_\_\_\_\_  
Advisory Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Dean, College of Graduate Studies

\_\_\_\_\_  
Date

**Please submit an Advisory Committee form once the full committee has been selected.**

**THE ADVISORY COMMITTEE**

The Advisory Committee shall consist of at least five members, three from the student's major department and two from outside the department. The chairman (advisor) and all but one member shall be members of the graduate faculty. The advisor will be responsible for coordinating the activity of the Advisory Committee and insuring compliance with graduate school regulations.

An Advisory Committee shall be chosen by the student with the proposed dissertation advisor and the names forwarded through the departmental graduate coordinator for approval by the Dean. The Advisory Committee should be organized no later than six months after the student completes the departmental or program core curriculum.

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.