

Request For Graduate Advisory Committee

Student Name _____ MC ID _____

Program (select one): _____ Healthcare Communication Hours Completed _____
 _____ Integrated Communication (must be at least 15)
 _____ Strategic Communication

I request that the following faculty members serve on my Graduate Advisory Committee:

Graduate Advisor (Required)

Name _____ Signature _____ Date _____

Faculty Member #1

Name _____ Signature _____ Date _____

Faculty Member #2

Name _____ Signature _____ Date _____

Statement of Understanding

Each student is responsible for selecting a graduate advisory committee. This committee shall be responsible for reading and approving the final draft of the student's convocation paper (or thesis) and for reviewing and approving the student's final draft of the graduate portfolio. This committee shall be chaired by the student's graduate advisor and shall include two other graduate faculty members. The student is required to select the two additional members after the completion of 15 hours and prior to the completion 21 hours. Students must choose graduate faculty with whom they have had or will have a course. Students in programs that include courses outside the Department of Communication may choose a faculty member who has taught or will teach their course outside the department. Students should contact each prospective graduate advisory committee member in person to request their service. The Graduate Advisory Committee form should then be completed and submitted via email to the department chair. Students who have not secured all three members of their graduate advisory committee will not be allowed to register for courses beyond 21 hours.

My signature below indicates my understanding of my responsibilities as they relate to the selection of a Graduate Advisory Committee.

Signature _____ Date _____

Signature of Department Chair _____ Date _____

After all signatures have been obtained, email this completed form to the department chair at vance@mc.edu. Incomplete forms will be returned to the student and committee selection will be considered incomplete.