

The University of Alabama – Department of Biological Sciences  
**APPOINTMENT OR CHANGE OF DOCTORAL ADVISORY COMMITTEE**

**NOTE:** This form is for internal departmental use only. Upon advancement to candidacy, and no later than one year prior to the expected date of dissertation defense, the form “APPOINTMENT OR CHANGE OF DOCTORAL DISSERTATION COMMITTEE” must be completed and filed with the Graduate School. Also note that the Doctoral Advisory Committee must be composed of five members, all of whom must hold Graduate Faculty appointment. All members of the Advisory committee can be faculty within the University of Alabama Department of Biological Sciences, but upon transition to the Dissertation Committee, at least one member must be external to the department. This may result from substitution of a committee member or addition of a new external member. The Doctoral Dissertation Committee must be composed of no fewer than five faculty members.

*Return the completed form to the Graduate Program Assistant in the main Biology office.*

**Part I: Student Information**

Student Name: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

CWID: \_\_\_\_\_

e-mail: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Part II: Advisory Committee**

An advisory committee, with the faculty mentor/major professor as its chairperson, supervises the preparation of the PhD student for qualifying examinations and conducts yearly assessment meetings as prescribed by the departmental handbook. The committee shall have not fewer than five members of the Graduate Faculty at The University of Alabama, appointed by the dean of the Graduate School. The chair of the committee must be a full member of the Graduate Faculty.

**COMMITTEE MEMBERS:**

COMMITTEE	NAME	DEPARTMENT	INITIALS
1. Chairperson	_____	_____	_____
2. member	_____	_____	_____
3. member	_____	_____	_____
4. member	_____	_____	_____
5. member	_____	_____	_____
6. member	_____	_____	_____
7. outside member*	_____	_____	_____

\* optional for Advisory Committee

**Changes in the committee**

COMMITTEE	NAME	DEPARTMENT	INITIALS
1. new-member	_____	_____	_____
2. remove	_____	_____	_____

**Departmental approval**

NAME	Signature
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Department chair or  
 Graduate program director \_\_\_\_\_