

DEPARTMENT OF MOLECULAR BIOLOGY AND MICROBIOLOGY

Molecular Biology and Microbiology Program Molecular Virology Program, Cell Biology Program

COMMITTEE APPROVAL FORM

*It is the student's responsibility to nominate Committee members after discussion with their Advisor. This form is to be completed by the student and submitted to the Departmental Office for final approval, at the **end of the student's first year, no later than September 1st**.*

Student's Name	Degree(s)	Enrollment Date
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First Year Courses

Course Number	Title	Credit Hours	Grade

Examining Committee

	Name and Title	Department	Phone and e-mail
Chair			
Advisor			
Member			
Member			
Member <small>(optional)</small>			

This committee will consist of four faculty including the advisor. The committee shall select its chair, who must not be the mentor. For students in the MBIO program, the committee chair must hold either a primary or secondary appointment in the Department of Molecular Biology and Microbiology. In the case of MVIR and CLBY students, the committee chair must be among the MVIR/CLBY training faculty. University rules stipulate that at least one member must be a faculty whose primary appointment is outside the student's program or department. For CLBY students, at least one member must be from CCF, and at least one member must have a primary or secondary appointment in the Department

General Guidelines

- The Student's Committee should be meeting at least once every 6 months, or more frequently depending on student progress in their research enterprise. At least one meeting should be scheduled preferably right after the student's departmental seminar (or as soon thereafter as possible).
- After each Committee meeting a report is to be filed with the administrative office by the Committee Chair. Please use the departmental Committee Meeting Report form for making reports.

Signature: _____ Date: _____
Student

Signature: _____ Date: _____
Advisor

Approved: _____ Date: _____
Department Chair/Program Director