



Before continuing, please read the following instructions for submitting a Graduate Study Committee Letter.

- Be sure to use the approved Graduate Study Committee Letter. **Substitute forms will not be accepted.**
- Be sure to use the faculty member's full and professional name. **Initials and partial names will not be accepted.**
- Check the Graduate School Faculty Website (<http://main.uab.edu/sites/gradschool/faculty/graduatefaculty/>) for faculty members with approved graduate faculty status. If the faculty members are listed on this page, begin completing your Graduate Study Committee Letter.
- If the faculty members are not listed on this website, then they will need one of the three approved Graduate Faculty appointments—**full Graduate Faculty, Ad Hoc or Adjunct**. Please review the definitions of the graduate faculty appointments at <http://main.uab.edu/sites/gradschool/faculty/categories/>.
 - To obtain **full Graduate Faculty**, the faculty members should submit the Graduate Faculty Appointment form (<http://www.uab.edu/graduate/gradfac/facdata.pdf>), current CV and recommendation letter from the program director.
 - To obtain an **Ad Hoc** faculty appointment, the student's department should submit a current CV and memo from the program director requesting this status.
 - To obtain an **Adjunct** faculty appointment, the student's department should submit a current CV and memo from the program director requesting this status.

MEMORANDUM
MUST BE TYPED

TO: Graduate School Date: _____

FROM: _____
(Program Director's Name) (Signature)

SUBJECT: Graduate Committee for _____

I would like to request the following Graduate Study Committee be appointed for _____ who is enrolled in the Department of _____ graduate program and is working toward the degree of _____.

The Graduate Study Committee will be

_____, Chair
Name Blazer ID Department/Program

Enter Advisor/Mentor only if different from Committee Chair

_____, Advisor
Name Blazer ID Department/Program

Last First MI Dept. Blazer ID Email Address

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Check one: _____ Plan I _____ Plan II
Thesis/Dissertation Nonthesis

TITLE: _____

Blazer ID _____

Email Address _____



By means of this memorandum, I am asking the above named faculty members to serve as the Graduate Student Committee for _____.

Thank you for undertaking this important Graduate School activity.

Dean, UAB Graduate School