



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 partials 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

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

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

TITLE: _____

Blazer ID _____

Email Address _____

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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