



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 a faculty member is not listed on this website, Graduate Faculty status must be obtained **prior** to that person being listed on this Graduate Study Committee recommendation form.

Committee members will need one of the three approved Graduate Faculty appointments—full Graduate Faculty, AdHoc 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

\_\_\_\_\_  
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 \_\_\_\_\_



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