

Guidelines for Student Advisory Committees in the Graduate Program in Pharmaceutical Sciences

1. Unassigned students must submit a written request to the Graduate Program Committee (GPC) requesting to be assigned to a major advisor prior to the end of the first term for Masters candidates, and by the end of the first year of study for Ph.D. candidates. The major advisor's written agreement to accept the student into his/her lab should accompany the student's request to the GPC, with a brief overview of proposed project being considered.
2. After GPC approval of lab assignment, the major advisor and student should select a team of committee members:
 - a. Effort should be made to appoint advisory committee members from within the Graduate Faculty of the Department of Pharmaceutical Sciences.
 - b. In addition to the major advisor, a minimum of two (2) Graduate Faculty members should be selected for Master's candidates and a minimum of three (3) Graduate Faculty members should be selected for Ph.D. candidates.
 - c. The student's major advisor should submit a brief justification to the GPC supporting choices of all committee members.
 - d. The major advisor and student may select advisory committee members from outside the Department of Pharmaceutical Sciences Graduate Faculty provided they will contribute expertise not available from within the department.
 - e. For Masters students, at least one (1) committee member (in addition to the major advisor) should be selected from the Pharmaceutical Sciences Department Graduate Faculty. For Ph.D. students, at least two (2) committee members (in addition to the major advisor) should be selected from the Pharmaceutical Sciences Department Graduate Faculty.
 - f. The proposed student advisory committee is presented to the GPC for approval.
 - g. In the event that the Graduate Program Committee and a major advisor disagree over the selection of a student's advisory committee, an appeal may be made to the Department Chair for resolution of the disagreement. In extreme cases where a resolution cannot be attained by this process, the Associate Dean for Research and The Graduate School, according to the GSBS By-Laws, Section 4.2, will make the final decision concerning a student's advisory committee.
3. Associate Graduate Faculty
 - a. Associate Graduate Faculty member status can be granted as a courtesy to a faculty member with a graduate faculty appointment at another accredited university outside the TTUHSC/TTU system for the purpose of serving on a student's thesis/dissertation committee. The student's major advisor must submit the candidate's current CV and a written justification for nomination as an Associate Graduate Faculty member to the GPC.
 - b. In accordance with GSBS bylaws, appointment to Associate Graduate Faculty status must be granted by the Dean of the Graduate School of Biomedical Sciences and the Graduate Council acting on a recommendation from the GPC.
 - c. The aforementioned recommendation from the GPC will proceed after the Committee has discussed and approved, by majority vote, the candidate submitted for the Associate Graduate Faculty appointment.
 - d. Proposed nominees must possess expertise relevant to the student's project that is not available from current Pharmaceutical Sciences or other TTUHSC/TTU Graduate Faculty members.
 - e. Voting privileges are limited to voting as a member of the student's advisory committee.
 - f. This courtesy appointment will automatically terminate when the student completes all degree requirements.
4. Qualified Professionals Without Graduate Faculty Status
 - a. Qualified professionals may serve on a student advisory committee in one of two capacities:
 - i. As Associate Graduate Faculty
 1. See 3d above.

- ii. Without Graduate Faculty Status (nonvoting).
 - 1. Proposed member must hold a terminal degree in the area of study.
 - 2. Proposed member must possess expertise pertinent to the student's project.
 - 3. Proposed member will not hold voting privileges in the student advisory committee.
- 5. Advisory Committee Members leaving the Department of Pharmaceutical Sciences.
 - a. Exiting faculty members' obligations to student advisory committees will automatically terminate upon departure.
 - b. The major advisor may request an exiting faculty member to remain on a student's advisory committee providing the member in question is able to directly contribute to a student's project and defense examination and can be accommodated under 3d and/or 3e above.
- 6. Major Advisor exiting the Department of Pharmaceutical Sciences
 - a. Upon the announcement of a major advisor's resignation from the University, the Graduate Program Advisor, acting as the representative of the GPC, will become the student's primary advisor until permanent decisions can be made in consultation with the GPC and the Department Chair for completion of the student's degree.
 - b. **Prior** to completion of their Qualifying Exam a student will have three (3) options for consideration:
 - i. Request to be re-assigned to a major advisor from within the department, choosing a new plan and project. A student currently paid from a major advisor's extra or intramural funds will be awarded a stipend subject to available departmental resources in consultation with the Department Chair.
 - ii. The student may leave TTUHSC to go with the departing major advisor.
 - iii. The student may complete a thesis and examination for a Masters Degree before exiting the Program.
 - c. **After** completion of their Qualifying Exam, a student will have three (3) options:
 - i. Generally, the student will leave with the major advisor.
 - ii. The student may complete a thesis and examination for a Masters Degree before exiting the Program. Decisions as to the desirability of Options c i or c ii will be made based on the progression of the student in his/her research project and how much time remains before completion of the work.
 - iii. The student may request to remain at TTUHSC and complete his/her degree if s/he is well advanced and nearing completion of his/her project. The GPC will make decisions on a case by case basis with the following guidelines:
 - 1. The Graduate Program Advisor, acting on behalf of the GPC, will continue to be the student's advisor until an agreement is reached by all parties.
 - 2. Decisions will be made in consultation with the Department Chair based on:
 - a. available funding from the department for both stipends and research costs and,
 - b. the determination of ownership of patents and publications.
 - 3. Unsupervised labs will not remain open to finish projects when a major advisor has left.
- 7. In the event of the death of, or the physical or psychological incapacitation of the major advisor resulting in an inability to fulfill the required advisory duties to the graduate student, the GPC will appoint a new major advisor based on the project and consult with the Department Chair for available funding for both stipends and research costs.
- 8. A student initiated change of Major Advisor must be submitted to the Graduate Program Advisor and/or the Chair of the Department. The Graduate Program Advisor and/or the Chair of the Department will investigate fully the student's reasons for the request and present his/her findings to the Graduate Program Committee for final action.