

Graduate Committees

It is your responsibility, in consultation with your major advisor, to identify faculty members to serve on your graduate committee following the rules outlined below. Committee member names should be provided to the MB Graduate Program Assistant.

Mandatory Annual Meetings: Annual committee meetings are mandatory, and you are responsible for scheduling a committee meeting once each year. Failure to satisfy this requirement may lead to you being considered [not in good academic standing](#) by the department. Following each committee meeting, a completed, signed [Annual Report Form](#) should be provided to the MB Graduate Program Assistant.

Doctoral Students: PhD students should establish an examination/advisory committee as early as practicable at the start of their second academic year. A typical committee will consist of:

Your major advisor

Four tenured/tenure-track faculty from Molecular Biosciences

A Graduate Studies Representative (informally know as the "outside member")

It is a KU requirement that at least five members must be present for the comprehensive oral exam committee (the exam typically taken at the end of the second academic year) and for the final oral exam committee (the PhD defense.) One of these members must be the Graduate Studies Representative.

Your major advisor is the Chair of the doctoral examination/advisory committee except during progress towards the comprehensive oral exam. In Molecular Biosciences the major advisor does not attend the comprehensive oral exam; Instead, the Chair of the committee for the comprehensive oral exam will be selected by its members.

The Graduate Studies Representative must be a tenured/tenure-track faculty member from a Department other than Molecular Biosciences. The role of the Graduate Studies Representative is to ensure the examination process is [professional and fair](#). Additionally, the Graduate Studies Representative can be on the faculty of [KU Medical Center](#).

To avoid actual or perceived conflicts of interest, no doctoral committee member can be the spouse, partner or relative of any other member of the same committee.

Additional information on requirements for a doctoral committee can be found in the [Doctoral Student Oral Exam Committee Composition](#) KU policy document, or you can speak with the MB Director of Graduate Studies or the MB Graduate Program Assistant.

Master's Students: MA students should establish an examination/advisory committee as soon as possible after entry to the master's program. MA student oral exam committees must include at least three members, one of whom will be your major advisor. A majority of the

committee must be tenured/tenure-track faculty from Molecular Biosciences. No Graduate Studies Representative is required.

To avoid actual or perceived conflicts of interest, no master's committee member can be the spouse, partner or relative of any other member of the same committee.

Additional information on requirements for a master's committee can be found in the [Master's Student Oral Exam Committee Composition](#) KU policy document, or you can speak with the MB Director of Graduate Studies or the MB Graduate Program Assistant.

Written by: Stuart J Macdonald

Approved by Department (See 4 September 2019 MB Faculty Meeting minutes): 4 September 2019

Updated 6 October 2019 (Stuart J Macdonald): *Addition of already-approved conflict of interest text (See 15 November 2017 MB Faculty Meeting minutes.)*