



FORM PURPOSE

This form is used to establish a Committee on Studies (COS) after completion of the BSGP core curriculum (Year 1) and for any subsequent committee membership changes for the committee on studies, thesis committee, or dissertation committee.

REQUIREMENTS

Please ensure your committee meets minimum requirements listed:

1. The Chair of all committees may NOT be the research (co-)advisor(s).
2. The research advisor's direct collaborators on the students' projects(s) are discouraged from being the committee Chair.

Comprehensive Examination or MS Thesis Committee

The role of the Thesis or Comprehensive Examination Committee is to approve the exam questions, conduct the exam/defense, evaluate the student response, and report the results. Each committee must consist of a minimum of three members approved by Graduate Studies.

1. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major.
2. The chair of the exam committee must be Category 1, 5 or 3, if his/her appointment is within the student's major.
3. The third member can be any Category (1-6).
4. A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major.
5. No more than one voting member can be in Category 4.

PhD Dissertation Committee

The role of the Dissertation Committee is to supervise a doctoral candidate dissertation activity. (See appropriate sections of the Catalog for additional information. Each committee must consist of a minimum of four members approved by Graduate Studies; 2 of the 4 members must have Category 1 approval.

1. Chair must have approval as a Category 1, 5 or 3 if his/her appointment is within the student's major.
2. The second member must have approval as Category 1 or 3 if his/her appointment is within the student's major.
3. The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's discipline.
4. The fourth member can have approval as Category 1-6.
5. Co-Chair (optional) must have approval as a Category 1-6.
6. No more than one voting member may be in Category 4.



COMMITTEE MEMBER CATEGORIES

View more about committee regulations on the [OGS website](#).

Category One: UNM tenured or tenure-track faculty or UNM-National Laboratory Professors.

Category Two: Tenured or tenure-track faculty at other institutions. CV required. **

Category Three: Individuals (not tenured/tenure track) whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine.

Category Four: Others who are considered experts in the field. CV required. **

Category Five: Emeritus faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired.

Category Six: After the first year of retirement, Emeritus faculty may continue to serve on committees if the graduate unit approves.

** Work with SOMREO to submit OGS's Approval for Committee Service Form. CV required. See instructions on [SOMREO website](#).



FORM

Section I: Student Information

Student Name: _____ UNM ID: _____ Date: _____

Section II: Committee Information

I propose the following Committee of Studies:

COS Chair: _____ Department: _____ Category: _____

Primary Research Advisor: _____ Department: _____ Category: _____

Member: _____ Department: _____ Category: _____

Member: _____ Department: _____ Category: _____

Member: _____ Department: _____ Category: _____

Member: _____ Department: _____ Category: _____

** NOTE: Please ensure you've submitted the appropriate documents to SOMREO for Category 2 and Category 4 members. See SOMREO website for details.

Section III: Approvals

Student Signature: _____ Date: _____

COS Chair Signature: _____ Date: _____

Research Advisor Signature: _____ Date: _____

BSGP Director Signature: _____ Date: _____