

Dissertation Advisory Committee

After completion of the Preliminary Qualifying Examination, a Dissertation Advisory Committee is formed to oversee the student's dissertation research. This committee is usually the same as the POE Committee, but substitutions may be made in consultation with the Program Director. Dissertation advisors are not members of the Dissertation Advisory Committee, but are expected to attend Dissertation Advisory Committee meetings.

The Dissertation Advisory Committee (DAC) will meet no less frequently than every 9 months. It is the student's responsibility to arrange these meetings in a timely fashion. Students who are significantly late in arranging DAC meetings will not be permitted to register for the following semester; failure to register means suspension of stipend and health insurance. The DAC Chair will be responsible for sending a report of the meeting to the Program office. The report is then sent to the Division of Medical Sciences, members of the Committee, the thesis advisor, and the student. If there are major concerns about the student, the DAC can suggest review by the Program. In a review, the Program director will meet with the student and the thesis advisor to discuss the issues raised by the DAC, and how to address the problems, and whether the student wants to continue in the Program.

The DAC is responsible to the University to assure that the requirements of the Program and of the Division of Medical Sciences are being met by the candidate. A major role of the DAC is to assist the dissertation advisor and the student in deciding when to close off further experimentation and to begin writing. If a student has questions or problems of any kind, he or she may seek help from the Chair or any member of the committee.

In order for the DAC meeting to be more productive and informative, **the student must write a two-page summary of the work completed since the last meeting and submit it to the members of the committee, ideally one week before the meeting and no later than 72 hours before.** This summary will also be attached to the DAC Report. Students must email a copy of this summary to the Program Administrator.

When a student enters his or her sixth year of graduate work, they are required to hold a DAC meeting ***no less frequently than every six months***, regardless of the recommendation of the DAC.