

**UNIVERSITY OF DELAWARE  
SCHOOL OF MARINE SCIENCE AND POLICY  
ADVISORY COMMITTEE FORMATION SHEET**

To be completed by the student and forwarded for processing to Ms. Janis Lopez, Assistant Dean for Graduate Services, Dean's Office, Lewes ([jclopez@udel.edu](mailto:jclopez@udel.edu)).

Name: \_\_\_\_\_

Matriculation Date: \_\_\_\_\_

Degree: \_\_\_\_\_ Program: \_\_\_\_\_

- Advisory Committee:**
1. \_\_\_\_\_, **Chair**
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_

**UD POLICY ON DISSERTATION COMMITTEE COMPOSITION:** Each dissertation/executive position paper committee shall consist of not less than four and not more than six members approved through appropriate departmental procedures. At least two members shall represent the major field, one of whom shall be the committee's chairperson. One member shall represent the area of minor study (where appropriate) and at least one member shall be an external examiner chosen from a different academic unit or from outside the University. The chairperson shall have established a record of publication and/or scholarship in the field of the dissertation/execution position paper and shall be a member of the faculty of the University; the definition of faculty shall include professional staff who hold secondary faculty appointments. Faculty who have retired or resigned from the University may chair committees of students whose work began under their direction prior to their retirement or departure from the University. An adviser who is not employed by the University of Delaware may serve as co-chair of the committee providing that the other co-chair meets the conditions state above.

(Note of clarity – At least three members of the doctoral committee must be full-time faculty in the department or school and at least one member of the committee must be external to the department or school and preferably the University of Delaware.)

**SMSP POLICY ON COMMITTEE FORMATION (MMP, MS, and Ph.D):**

- a) A Ph.D. committee must consist of at least four members, but not more than six. At least one member of the committee must be a core faculty member of the SMSP and at least half of the committee members must be either core or joint faculty in the School. As per University regulations, at least one member of the committee must be external to the School, and students are "encouraged to seek the external member from outside the University in order to broaden the perspectives of the committee."
- b) An MS or MMP committee must consist of at least three members. At least one member of the committee must be a core faculty member of the School and at least half of the committee members must be core or joint faculty in the SMSP.

**Nature of proposed research:**

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**Instructions:**

Please complete this form online then save the file and send as an e-mail attachment to Janis Lopez ([jclopez@udel.edu](mailto:jclopez@udel.edu)) with a copy to each member of your advisory committee for processing.