



# Appointment of *Ex Officio*

(See Article 9.5.1 of the Graduate School Policy Handbook)

This form is submitted to [gsbs-forms@bcm.edu](mailto:gsbs-forms@bcm.edu) or in the Graduate School dropbox in Room N204

Student Name: \_\_\_\_\_ BCM ID #: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Are you in the MD/PhD program? ☐ Yes ☐ No

<b>Appointment of <i>Ex Officio</i></b> Must be a member of the graduate program's graduate faculty	<input type="checkbox"/> Original Request	<input type="checkbox"/> Revision
Name: _____	Department: _____	Date: _____

## Role of the *Ex Officio* Member of the Thesis Advisory Committee (TAC)

- All students who enter their 6<sup>th</sup> of study who have not obtained Permission to Write must have an *ex officio* TAC member
- The *ex officio* member must be present at each TAC meeting beginning at the Year 6-Fall status report continuing until the student sets a defense date.
- The *ex officio* member's role is to monitor the student's progress and to ensure that progress toward degree, including alternative strategies, has been discussed at the Committee meeting and that an appropriate time-line for graduation is presented. The Program's *ex officio* member may not vote in any decisions of the Committee.
- After the meeting, a written evaluation (*ex officio* check list) will be completed by the *ex officio* member and submitted to the Program director for review.
- For students with an appointed *ex officio* member, a status report that is not accompanied with a report from the *ex officio* member will not be accepted by the Graduate School.
- The student or any member of the thesis Committee may, at any time, request that the Graduate Program appoint an *ex officio* member. The Promotions Committee, at their discretion, may place an *ex officio* member representing the Promotions Committee on the student's TAC to monitor the student's progress toward the degree.

Required Approvals before Submission			
	Printed Name	Signature	Date
<b>Student:</b>			
<b><i>Ex Officio</i>:</b>			
<b>Major Advisor:</b>			
<b>Program Director:</b>			

GSBS Approval after Submission		
<b>Graduate School Authorizing Signature:</b>		
	Signature	Date