



ADVISORY COMMITTEES – GENERAL INFORMATION

COMMITTEE COMPOSITION

The advisory committee is the voting body responsible for approving your course requirements, program of study, and research proposal; monitoring academic progress; conducting the Ph.D. candidacy assessment; granting permission to write; and approving your thesis prior to defense.

Together with the supervisor, the committee is responsible for taking timely and appropriate actions based on the student's progress and for maintaining records of all evaluations and decisions. Committee members should possess the experience and expertise necessary to support your research design, methodology, analysis, and career development.

Advisory Committee Composition:

Master's Program	Ph.D. Program
Supervisor or Co-supervisors*	Supervisor or Co-supervisors*
Minimum of one committee member	Minimum of one committee member
Graduate Chair***	One Cognate Member**
	Graduate Chair***

* Co-supervisors will split one vote.

** CGPS member from a different academic unit (can be adjunct but not a professional affiliate)

*** The Chair will be present for all meetings EXCEPT for: Program of Studies, Progress meetings, and Permission to Write.

SCHEDULING COMMITTEE MEETINGS

Students are strongly encouraged to organize their own advisory committee meetings with their supervisor's help. Students must hold **at least one advisory committee meeting per year**. Failure to do so without prior approval from the Associate Dean, Research, Graduate and Postdoctoral Affairs will result in ineligibility for college awards and scholarships.

The Graduate Administrative Assistant must be notified at least one week in advance of all meetings and can assist with scheduling or room/video conferencing issues. After each meeting, the supervisor or committee chair (if present) will complete a brief report using a provided template. The report will be emailed to the students and committee members and is also accessible via PAWS.

Please consult [Advisory Committees: Guides and Forms](#) for specific milestone advisory committee meetings.