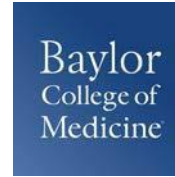


# APPOINTMENT OF EX-OFFICIO

(See Article 9.5.1 Graduate School Policy Handbook for guidelines)  
Submit to Graduate School N204



THE GRADUATE SCHOOL OF  
BIOMEDICAL SCIENCES

BAYLOR COLLEGE OF  
MEDICINE

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

Graduate Program: \_\_\_\_\_ (Are you also in the MD/PhD Program?)  Yes  No

<b>Appointment of Ex-Officio (Please Print)</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**

Please print name

Signature

	Please print name	Signature
Student		
Ex-Officio		
Major Advisor		
Program Director		
Dean		

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Original To: Registrar  
Copy To: Program Director, Graduate School  
File Revised 12.28.18

Entered into CAMS \_\_\_\_\_