

REQUEST FOR A GRADUATE COUNCIL REPRESENTATIVE
TEXAS A&M UNIVERSITY-KINGSVILLE

Instructions: The Graduate Council will appoint a Graduate Council Representative as a member of the doctoral student's Advisory Committee when the Advisory Committee Chair requests the appointment from the Graduate Dean by using this form.

Doctoral Student's Name: _____

Student's Social Security Number: _____

Name of Doctoral Program: _____

Title of Dissertation: _____

Name of Advisory Committee Chair: _____ Department: _____

Date Request was made by Chair: _____

(This portion is to be filled out by Graduate Dean)

Name of Graduate Council Representative Appointment: _____

GCR Department and Phone Number: Department: _____; Phone #: _____

Date that GRC appointment was made and confirmed: _____

Note: The Advisory Committee Chair is responsible to notify the doctoral student about the GCR appointment and GCR/doctoral student's responsibilities which may be found in the TAMUK graduate section of the Catalog

copies: Doctoral Student's Graduate Office files

Advisory Committee Chair: _____

Graduate Council Representative: _____

Doctoral Program Director: _____

Revised: 6/28/2001 (DOCREQTG)

Responsibilities and Functions of the Graduate Council Representative (GCR) on the Doctoral Student's Advisory Committee (*This pertains to doctoral students only*):

The Graduate Council Representative (GCR) is a nonvoting member of the doctoral students's Advisory Committee who is appointed by the Executive Committee of the Graduate Council and whose role is primarily but not exclusively procedural. The GCR has the same responsibilities as other members of the committee except for voting on the technical merits of the graduate work. The GCR is charged with (a) assuring that the doctoral student is treated fairly and impartially by his advisory committee; and (b) assuring that the quality of the dissertation is reasonable and consistent with the status of Texas A&M University-Kingsville as an internationally recognized research institution.

In order to satisfy these charges, the student is to provide the GCR with a copy of the degree plan, the dissertation proposal, and the dissertation in a timely manner. The following is a brief summary of functions and responsibilities of the GCR:

General Functions

The Graduate Council recognizes that a GCR will not possess technical expertise in all elements considered in research outside his or her field or specialization. Therefore, an individual serving as a GCR must exercise careful judgment in fulfilling the following general functions:

- C** Reviewing the student's approval degree plan in order to gain familiarity with the nature of the student's program.
- C** Reviewing the student's proposal for the dissertation.
- C** Ensuring that the oral portion of the preliminary exam and the final defense are conducted in a fair and unbiased but also a through going manner.
- C** Reviewing the student's dissertation in order to attest that it meets generally

accepted standards of scholarship.

C Participating in additional Advisory Committee meetings which may be scheduled by the Chair of the Advisory Committee.

C Notifying the Office of Graduate Studies in writing of any irregularity in procedure at the time of the scheduled examination (e.g. the absence of a committee member) in order to obtain instructions.

Responsibilities of the GCR to the Doctoral Student

C To participate in the student's preliminary and final oral examination.

C To review documents such as the proposal and the dissertation in a timely manner.

C If unable to be present at the examinations and called meetings of the Advisory Committee, the GCR shall notify the Chair of the Executive Committee of the Graduate Council. The Executive Committee of the Graduate Council shall appoint a **substitute**.

Responsibilities of the Doctoral Student to the GCR

C To keep the GCR informed of progress toward the degree, the student will provide the GCR with copies of the proposal and the dissertation in a timely manner.

C To notify the GCR of dates and times for preliminary and final oral examinations.

C To provide a copy of the dissertation to the GCR before the final oral examination.

(This segment is found in the graduate section of the TAMUK Catalog)