

Rules Governing Composition of M.S. Literature Review / Thesis Committee in the Graduate School of Basic Medical Sciences of New York Medical College

1. The committee *must* comprise at least **two** qualified scientists for a literature review, and at least **three** qualified scientists for a research thesis.
2. The *major advisor* (also known as the *Sponsor*) must be a member of the GSBMS Graduate Faculty (Regular or Mentor for a literature review; Mentor for a research thesis).
3. The second member of the Literature Review Committee (the *Reader*) must be a member of the NYMC faculty, but does not necessarily have to be on the Graduate Faculty.
4. One qualified scientist from outside the Graduate Faculty or outside the university may serve as a full member of a Master's Thesis Committee.
5. The committee may include more than the minimum number of required members, including additional external scientists or NYMC faculty who are not members of the Graduate Faculty, if their inclusion is justified on scientific or educational grounds. The majority of a Master's Thesis Committee, however, must be members of the Graduate Faculty.
6. For a literature review, the student's topic should be approved by the major advisor by October 1 for Spring graduation (or July 15 for completion in the Fall term). A detailed outline of the literature review must be approved by the entire committee by October 16 (or August 1 for Fall completion). **This form must be submitted to the Graduate School office by October 16. Students who do not meet this deadline will be removed from the graduation list.**
7. For a literature review, the sponsor and all other members of the Committee (readers) should each read the entire document. In addition, the entire Committee should discuss approval of the document as a group. The Committee should receive the document sufficiently in advance of the final deadline (April 1) so that recommended revisions can be made in time for final approval by the deadline.
8. For a research thesis, the Committee membership should approve the project or topic at an early date, in a manner similar to approval of a Ph.D. dissertation proposal. The Committee should be kept apprised of the project's progress.
9. For a research thesis, the Committee should examine the candidate as a group, in addition to reading the thesis. A format similar to that used in a doctoral dissertation defense is appropriate. A public defense is optional, but not required. The Committee should receive the document sufficiently in advance of the final deadline (April 1) so that such an oral examination can be held and recommended revisions can be made in time for final approval before the deadline.
10. Approval requires that there be no more than one dissenting vote from the committee. For a literature review with one sponsor and one reader, approval must be unanimous. Concerns regarding possible misconduct or other ethical breaches must be brought to the attention of the Dean of the Graduate School.