



**STEVENS**  
 INSTITUTE of TECHNOLOGY  
 THE INNOVATION UNIVERSITY

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## Degree of Engineer Project Advisory Committee Nomination

Student Name: \_\_\_\_\_

Student Identification No.: \_\_\_\_\_

Department: \_\_\_\_\_

Major/Concentration: \_\_\_\_\_

Working Title of Project: \_\_\_\_\_

**AREA OF CONCENTRATION**

**PROPOSED COMMITTEE MEMBERS**

Major: \_\_\_\_\_

PROJECT ADVISOR & COMMITTEE CHAIRPERSON

\_\_\_\_\_

\_\_\_\_\_

Minor: \_\_\_\_\_

\_\_\_\_\_

Minor: \_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

Requested by:

PROJECT ADVISOR & COMMITTEE CHAIRPERSON

DATE

Recommended by:

DEPARTMENT/PROGRAM DIRECTOR

DATE

(For Interdisciplinary Programs, Office of Graduate Education will recommend and appoint Committee Members after consultation with appropriate Department Directors.)

The Degree of Engineer Project Advisory Committee is fully constituted when this form is approved by the Office of Graduate Education.

Approved:

OFFICE OF GRADUATE EDUCATION

DATE

REGISTRAR

DATE

## INSTRUCTIONS

### TO THE RESEARCH ADVISOR:

1. Initiate a request for a Degree of Engineer Project Advisory Committee for each of your students as soon as the research area is defined. This should occur as early in the student's graduate program as possible and should occur at least one year before the degree completion is expected.
2. Enter the fields of the student's major and minor in the column headed "AREA OF CONCENTRATION." Sometimes these entries will be identical with the departmental title. Sometimes they will represent programs or concentrations within the department.
3. Enter the name of the faculty members proposed to represent the designated area in the column headed "PROPOSED COMMITTEE MEMBERS." The committee will usually consist of 3 members for the major area and 1 member for each minor area. At least one member of the committee must be a faculty member from another academic department at Stevens. Before listing a faculty member from another department, please contact him and his Department Director. It is permissible to have a highly qualified person from outside the Institute as a committee member. For Interdisciplinary Programs, Office of Graduate Education will review and appoint committee members after consultation with appropriate Departments Heads.
4. Sign the form as Project Advisor and Committee Chairperson unless another faculty member will assume this responsibility.
5. Submit the form to your Department Director. He will review and forward it to the Graduate School. Following Graduate School review and approval, copies will be sent to the student, the Department and each committee member.
6. After the Final Examination (Defense) of the Degree of Engineer Project, the Project Advisor & Committee Chairperson will complete the Report on Project and Final Examination and have it signed by the Committee Members and Department Director and forward the final report to the Office of Graduate Education.

### TO THE COMMITTEE MEMBERS:

It is your responsibility to help guide the student. Specifically, you will:

- a) meet at the call of the Chairperson as soon as possible after appointment to outline the research area,
- b) meet as a committee with the student at least once during each semester during the course of the research,
- c) read and approve the Project, and
- d) conduct the examination in defense of the Project.

### TO THE STUDENT:

As soon as your copy of this form is returned to you, you should arrange with your Project advisor for a meeting of your committee. When oral agreements are reached with your committee, you should immediately put them in writing, including an abstract of the proposed Project topic, supplying a copy to each member of the committee, your Department Director, and the Office of Graduate Education. Reports of meeting, including time, place and attendees, should be sent to the Graduate School for their records. At least one year must be spent in residence (a substantial portion of each week on campus) performing research. The details of residency are subject to the approval of the Project Advisor and the Office of Graduate Education.