

# RYAN'S RULES

For

Serving on a Student's Dissertation or Thesis Committee

1. I am an Analytical Environmental Chemist, therefore I am primarily suited to be on the committees of Analytical or Environmental Studies students. I may be available to serve on Biochemistry, Inorganic Chemistry, Polymer Science committees as well as Environmental Engineering and Environmental Biology committees only if the area of research overlaps some area of my expertise.
2. If I agree to serve on a committee and a suitable date can be found, I must have the next to last draft of your document (thesis, dissertation, proposal) a full two (2) weeks in advance of the defense date. No changes should be made to the document between the time it is distributed to the committee and the defense date. I REQUIRE AN ELECTRONIC COPY ONLY, in MS Word format sent to my email address (David\_Ryan@uml.edu).
3. If the draft of the document is acceptable, the defense can go on as scheduled. If the draft is not acceptable because of major deficiencies, the defense will be canceled. Grounds for cancellation could include major problems with content, format, insufficient depth or scope, excessive errors, lack of originality, excessive length and the like.
4. After the defense, a marked draft of the document will be returned to you for corrections. The marked draft and the final corrected version must be resubmitted to me for evaluation which may take up to one (1) week.
5. If the corrections are satisfactory, then and only then will I sign off on the document. If the corrections are not satisfactory then the draft will have to be revised again and reviewed again. This is the process for any thesis or dissertation. My signature will not be given in advance of the final revisions for any reason including: University deadlines, pending employment or employer deadlines, travel schedules, etc. This will require a minimum of three (3) weeks lead time in scheduling a defense prior to a deadline.
6. I require a soft bound copy of the final draft of every research proposal, Master's thesis or doctoral dissertation for which I serve as a committee member.

David K. Ryan, Ph.D.  
Professor of Chemistry

I have read and understand these rules and intend to abide by them with respect to my defense.

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Student Signature

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Print Name

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Date