



Appointment of Supervisory Committee

Candidate:

Student Name _____ Date _____

Student ID Number _____ Email _____

Mailing Address _____ Daytime Phone _____

Graduate Program _____ Anticipated Completion Date _____

Catalog / Year _____

Signatures:

Chair (Major Advisor) _____ ID # _____ Date _____

Committee Member _____ ID # _____ Date _____

Check if Co-Chair

Committee Member _____ ID # _____ Date _____

Committee Member _____ ID # _____ Date _____

Committee Member _____ ID # _____ Date _____

Approval for Academic Unit

Approved by: _____ ID # _____ Date _____

Check if revision to existing committee

Policy: A supervisory committee is composed of members of the graduate faculty who are appointed by the Graduate College and charged with the guidance of a student in a specific graduate program. The committee consists of a major advisor who serves as chair plus at least two but no more than four additional members. The major advisor is the primary mentor for the student and must be a member of the graduate faculty. Adjunct graduate faculty also may chair committees if they have a departmental endorsement, as described in the Graduate Faculty Nomination guidelines. A majority of the committee membership must be graduate faculty in the academic unit responsible for the program. A change in the membership of the supervisory committee can be made after initial appointment but only according to policies and procedures developed by the academic unit and only with the approval of the Graduate College. A supervisory committee is required for any master's student engaged in thesis activity or for any doctoral student.

Procedure: Appointment of a supervisory committee is initiated by the academic unit by submitting a request for appointment to the dean of the Graduate College. The graduate dean can either appoint the recommended committee or solicit an alternative recommendation from the unit. Once the graduate dean is satisfied with the recommended committee, he or she formally appoints the committee and provides appropriate notifications.

Deadline: This form must be submitted to Graduate Admission and Degree Services (MG-141) by degree-seeking students in a graduate program that requires a thesis or dissertation 1) within one year of the onset of coursework, or 2) by the time the Application for Admission to Candidacy for Graduate Degree or Certificate form is submitted, whichever is first.

Approval:

Graduate Dean Approved Disapproved _____ Date _____