

## Doctoral Degree Requirements

### **Doctoral Committee**

As soon as an area of research is determined and a major professor is selected, a Doctoral Supervisory Committee will be appointed and approved for the student. The department will request approval of the Doctoral Committee from the Dean of the College and, as needed, the Dean of the Graduate School. The Doctoral Committee will approve the student's course of study and plan for research, supervise the research, grade the written comprehensive qualifying examination, read and approve the dissertation, and conduct the dissertation defense.

### **Composition**

The Doctoral Committee will consist of at least four members, three of whom must come from the academic area in which the major work for the degree will be done.

### **Member Definition**

All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Graduate School as qualified to be a member of and/or supervise a doctoral committee. Persons desiring to serve on a committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae and be approved by the Department, College, and Graduate School, for each committee.

### **Approval**

Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signature. Check with the College for instructions and forms. To insure uniformity of excellence across the colleges, (Co-)Major Professor(s) of Ph.D. Dissertation Committees will need to submit a current curriculum vitae (equivalent to an NIH Bio, approximately two pages long with the last three [3] years of scholarly activity included) with the committee appointment form to the College Dean or designee. This approval is in addition to the approval from their department chairperson. (Colleges and departments may institute additional requirements for membership on Supervisory Committees.) Once approved, the original form and the approved Curriculum Vitae (CV) are placed in the student's file. An approved and current Committee Form must be on file in the program/college before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation.

### **Changes to Committee**

Changes to a Supervisory Committee must be submitted on a Change of Committee Form. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a CV for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the program and college. An approved and current Committee Form must be on file before graduation may be certified.