# Doctoral Dissertation Committee Approval Form

Doctoral students completing a dissertation requiring a committee must receive approval of committee composition from the School of Graduate Studies. To receive approval of committee composition, the student must submit this completed form **at least one month prior** to holding a dissertation proposal conference. An email response will be sent to the student’s SCSU e-mail and committee chair from the School of Graduate Studies.

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<th>Date</th>
<th>SCSU Student ID</th>
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Name

SCSU Email:

Major Program

## Committee Requested:

Committee Chair:

<table>
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<tr>
<th>Full Name</th>
<th>Department</th>
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Member:

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Additional Member:

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<th>Full Name</th>
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## Signatures Needed

Student __________________________ Date __________

Advisor __________________________ Date __________

Program Director __________________ Date __________

Graduate Dean ______________________ Date __________  □ Approve □ Disapprove

Student Notified: __________
Related Policy and Instructions

Doctoral Dissertation Committee Representation
For a dissertation committee, a minimum of two committee members, including the chair, must be active graduate faculty members in the student’s doctoral program. The remaining two committee members should be active graduate faculty members from the academic unit or a clearly related discipline or be a content expert eligible for temporary appointment in the graduate faculty. Fifth readers serving as content experts are not required but may be included on a student committee and do not require graduate faculty appointment.

Definition of Terms:
- **Active graduate faculty members** have been recommended for a permanent appointment to the graduate faculty by their department/program and School or College and are currently employed by St. Cloud State University.
- The **chair of a committee** serves as the student’s primary advisor and must be rostered with the student’s graduate program.
- **Academic Unit** is defined as the next unit larger than the graduate program. May be the department/program or School/College in which the graduate program is located.
- **A clearly related discipline** is any discipline/academic unit having an active graduate faculty member who can provide insight to a specific student topic.
- **A content expert eligible for temporary appointment to the graduate faculty** is any individual currently employed at SCSU, an emeriti faculty member from SCSU, or an individual from another academic institution or community agency or business holding a degree equivalent or higher to the degree sought by the student and who brings specific content matter expertise to the committee. The individual must seek temporary appointment to the graduate faculty through the academic department in which the graduate program is housed. The program must provide a current resume or CV and a rationale for appointment to the student committee.
- **Fifth** readers are optional non-voting members of the committee providing content matter or some other expertise.

Confirm that all voting members are approved members of the graduate faculty. Permanent graduate faculty are listed online.

Use of temporary graduate faculty: Individuals holding a terminal degree and having specific expertise in the student’s area of research, can be requested for temporary appointment to the graduate faculty for the purpose of serving as a voting member on a dissertation committee. Temporary appointments to the graduate faculty must be approved by the department, college or school dean, and the School of Graduate Studies at least two weeks in advance of the meeting. Submit an external committee member request form requesting temporary appointment to the Graduate faculty, the completed volunteer agreement, and a CV or resume to the School of Graduate Studies.

Non-voting fourth or fifth members of a culminating project committee do not require temporary appointment to the graduate faculty but must complete the Volunteer Agreement Form found on page 2 of the Request For Approval Of Dissertation Committee Member from Outside St. Cloud State University form.

Return Form to:
Michele Braun-Heurung, Doctoral Center Facilitator
Center of Doctoral Studies
B 121 Education Building
720 4th Avenue S.
St. Cloud, MN 56301
Email: mbraunheurung@stcloudstate.edu
Phone: 320-308-4220