

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.

Date _____ SCSU Student ID _____

Name _____

SCSU Email: _____

Major Program _____

Committee Requested:

Committee Chair: _____

Full Name	Department	Email
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Member: _____

Full Name	Department	Email
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Member: _____

Full Name	Department	Email
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Member: _____

Full Name	Department	Email
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Additional Member: _____

Full Name	Department	Email
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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
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St. Cloud, MN 56301
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