



## Culminating Project Committee Approval Form

Students completing a culminating project 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 20 business days prior to holding a preliminary conference meeting. An email response will be sent to the student and committee chair from the School of Graduate Studies within 10 working days.

Please complete form, obtain signatures, and email to the School of Graduate Studies at [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu).

Student Name (Last, First, Middle)

Student Tech ID Number

HuskyNet Email Address

Major Program

### Committee Requested

Committee Chair (Name)

Department (Print)

Email Address

Add Committee Chair as Primary Graduate Advisor?     Yes     No

Member (Name)

Department

Email Address

Member (Name)

Department

Email Address

Member (Name)

Department

Email Address

Additional Member (Name)

Department

Email Address

### Signatures Needed

Student (Signature)

Student Name (Print)

Date

Committee Chair (Signature)

Committee Chair Name (Print)

Date

Graduate Director (Signature)

Graduate Director Name (Print)

Date

Approved     Not Approved

School of Graduate Studies (Signature)

School of Graduate Studies Name (Print)

Date

FOR OFFICE USE ONLY: Student Notified



## Committee Composition Policy

### Master's Project Committee Composition

The chair of a master's level culminating project committee must be an active graduate faculty member from the student's graduate program. The remaining two committee members must be active graduate faculty members from the academic unit, a clearly-related discipline, or be a content expert eligible for temporary membership in the graduate faculty (holding at least a master's degree). Fourth readers serving as content experts are not required, but may be included, on a student committee and do not require graduate faculty appointment, but must complete and submit a volunteer approval form.

### Definition of Terms:

- **Active graduate faculty members** have been recommended for a permanent appointment to the graduate faculty by their department/program and school/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, 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 curriculum vitae (CV) and a rationale for appointment to the student committee.
- **Fourth** 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 in the University Catalog.

**Use of temporary graduate faculty:** Individuals holding a master's degree or higher and having specific expertise in the students area of research can be requested for temporary appointment to the graduate faculty for the purpose of serving as a voting member on a master's student 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 **External Committee Member** form.

**Return Form:** Email completed form to [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu).