



## 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 (1) month prior to holding a dissertation proposal conference. An email response will be sent to the student and committee chair from the School of Graduate Studies within ten (10) working days.

Student Name (Last, First, Middle)	Student Tech ID Number

HuskyNet Email Address	Major Program

### Committee Requested

Committee Chair (Name)	Department	Email Address

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

Graduate Advisor (Signature)	Graduate Advisor 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

### Doctoral Dissertation Committee Representation

For a dissertation committee, a minimum of two (2) 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, 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/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 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 (2) weeks in advance of the preliminary proposal meeting. Submit an External Committee Member Request form, the completed volunteer agreement, and a CV/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

Email: [mbraunheurung@stcloudstate.edu](mailto:mbraunheurung@stcloudstate.edu)

Phone: 320-308-4220