G-DCA

THE GRADUATE SCHOOL South Carolina

# DOCTORAL COMMITTEE APPOINTMENT REQUEST

**This form should be filled out on your computer, then saved with a new file name to your local disk. Next, print the form and obtain the necessary signatures.**

## Doctoral Committee Membership

In order to serve on a doctoral committee, all **regular committee members** must hold a **regular, associate,** or **term** appointment to the graduate faculty (your Graduate Program will have information as to the status of relevant faculty). The major professor must have a regular or associate appointment to graduate faculty. Term appointment graduate faculty are not eligible to serve as the major professor, but may serve as an additional major professor along with a regular or associate graduate faculty member. Each doctoral committee must have an **outside member** (with the exception of DMA students whose major is NOT piano). Each doctoral committee should have no more than one outside member.

The outside member: (i) may be a Graduate Faculty member in another department/program at USC or a faculty member at another institution nominated by the academic unit and approved by the Dean of the Graduate School, or may be a qualified professional from the private or governmental sectors; (ii) may be within or without the student's research area and is approved by the Dean of the Graduate School on the basis of qualifications, as evidenced by his/her credentials, and his/her relevance to the student's major field, as explained in the justification submitted with the nomination; and (iii) is approved separately for each committee.

Major points that should be noted with regard to committee membership:

1. A majority of the committee composition must be regular and/or associate members of the Graduate Faculty.
2. A doctoral committee member whose Graduate Faculty eligibility expires (e.g., emeritus faculty) while a student is still pursuing the degree may continue to serve until the student completes the program or the committee is dissolved. To continue to serve in the capacity as major professor or regular member is a special exception. This request (with a valid academic justification) must have the endorsements of the unit faculty, chair of department, graduate director, and academic dean. Once these approvals are affirmed, the petition is presented to the Dean of the Graduate School for final approval. Otherwise, a change in the committee composition must be presented to the Dean of the Graduate School replacing the now ineligible member.

## Doctoral Committee Functions

WRITTEN AND ORAL COMPREHENSIVE EXAM COMMITTEE administers the written and oral portions of the comprehensive exam.

DISSERTATION COMMITTEE directs the student in the preparation of the dissertation, examines the student on the dissertation, and informs the Dean of the Graduate School as to whether the student passed or failed. The dissertation cannot be submitted to the Graduate School until it has been approved and signed by members of the dissertation committee.

## Instructions for Filling Out This Form

Student should complete each item on the following page. Check the appropriate committee(s) to which this request applies (Comprehensive Examination/Dissertation) to assure compliance with Graduate School policy. Each committee must include an outside member and at least three other members (the major professor and two or more members from the student's degree program). Upon completion of the form, student should sign the form and pass it along to the program's Graduate Director. The Graduate Director, after approving the composition of the committee, should sign the form and transmit it to the Graduate School.

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**Last Name:** _____ **First Name:** _____ **M.I.** ____

**Street:** _____ **USC ID:** _____

**City:** _____ **State:** ____ **Zip:** _____

**Department/Program:** _____

**Major:** _____ **Degree Sought:** _____

**This application is for the appointment of the:**

1. ☐ **Written and Oral Comprehensive Examination Committee**
2. ☐ **Dissertation Committee**

**Committee Members (Please type or print the names. Do not have members sign.):**

**Major Professor:** _____

**Additional Major Professor (if applicable):** _____

**Member:** _____

**Member:** _____

**Member:** _____

**Outside Member:** _____

**Name of USC department/program or other institution affiliation for outside member:**

_____

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**Student signature:** _____ Date: _____

**APPROVAL:**

**Graduate Director:** _____ Date: _____

**Dean of the Graduate School:** _____ Date: _____

Return form to: The Graduate School

1705 College Street, Suite 552
Close-Hipp Building
Columbia, SC 29208
Fax : 803-777-2972

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