

GRADUATE COLLEGE
Appointment of Supervisory Committee

Student Information:

Student Name		Date
Student ID Number	Email	Daytime Phone
Graduate Program		
Catalog Year	Anticipated Completion Date	

Instructions:

Policy: A supervisory committee is composed of members of the graduate faculty who are appointed by the Graduate College and charged with the guidance of a student in a specific graduate program. The committee consists of a major advisor who serves as chair plus at least two but no more than four additional members. The major advisor is the primary mentor for the student and must be a member of the graduate faculty. Adjunct graduate faculty also may chair committees if they have a departmental endorsement, as described in the Graduate Faculty Nomination guidelines. A majority of the committee membership must be graduate faculty in the academic unit responsible for the program. A change in the membership of the supervisory committee can be made after initial appointment but only according to policies and procedures developed by the academic unit and only with the approval of the Graduate College. A supervisory committee is required for any master's student engaged in thesis activity or for any doctoral student.

Procedure: Appointment of a supervisory committee is initiated by the academic unit by submitting a request for appointment to the dean of the Graduate College. The graduate dean can either appoint the recommended committee or solicit an alternative recommendation from the unit. Once the graduate dean is satisfied with the recommended committee, he or she formally appoints the committee and provides appropriate notifications.

Deadline: The *Appointment of Supervisory Committee* form (ASC) must be submitted to Graduate Admission and Degree Services (B-307) by degree-seeking students in a graduate program that requires a thesis or dissertation 1) within one year of the onset of coursework, or 2) by the time the Application for Admission to Candidacy for Graduate Degree or Certificate form is submitted, whichever is first.

Place of Submission: Submit the original ASC to Graduate Admission and Degree Services.

Signatures:

Chair (Major Advisor) _____ ID# _____ Date _____
Signature _____ Print name _____

Committee Member _____ ID# _____ Date _____
Signature _____ Print name _____
Check if Co-Chair. _____

Committee Member _____ ID# _____ Date _____
Signature _____ Print name _____

Committee Member _____ ID# _____ Date _____
Signature _____ Print name _____

Committee Member _____ ID# _____ Date _____
Signature _____ Print name _____

Approved by Department Chair or Graduate Coordinator:

_____ ID# _____ Date _____
Signature _____ Print name _____

Check if revision to existing committee. _____

Signatures:

Student _____ Date _____
Signature _____ Print name _____

Approved / Disapproved

Graduate Dean _____ Date _____
Signature _____ Print name _____

Boise State University, Graduate Admission and Degree Services, Riverfront Hall, Room 307, 1910 University Drive, Boise, ID 83725-1110.
Office hours are 8-5 Monday-Friday. Telephone: Local 208-426-3903, Toll Free 1-800-824-7017, Fax 208-426-2789. Email: gradcoll@boisestate.edu.
Website: <http://graduatecollege.boisestate.edu/>.

Distribution: Original to Graduate Admission and Degree Services; copies to Chair (Major Advisor) and Student.

Revised 9/1/2014