

DELAWARE STATE UNIVERSITY
GRADUATE STUDIES AND RESEARCH

THE APPOINTMENT OF AN ADVISORY COMMITTEE
FOR GRADUATE DEGREE

Name: _____
Student's Name (please type) D#

Admission Term and Year: _____

Major and Degree Program: _____

Concentration: _____

Capstone: Thesis _____ Dissertation _____ Other _____

NOTE: The program director (or designated advisor) is responsible for fostering the committee appointment process. This committee should be formulated **no later** than the 2nd semester of enrollment for all graduate programs, the 3rd semester for all students enrolled in the Educational Leadership Ed.D. Program and the 5th semester for of all students enrolled in a Doctor of Philosophy Program. The program director (or designee) will schedule an initial meeting with the student during the first month of enrollment to develop a plan of study at which time the process for establishment of an advisory committee will be discussed. A meeting will be called in which all committee members will assemble to discuss the responsibilities of the committee, the student's capstone project, and frequency (and mode) of meeting. All committee signatures will be gathered at this meeting; a copy will be submitted and to The Office of Graduate Studies and Research, one retained by the student, and one copy retained in the Department Office. The Program Director will monitor student progress via this committee once established. All committees must be chaired by a regular rank faculty member in the student's home department. Non-thesis capstone activities shall be monitored by a committee consisting of a minimum of 3 committee members, thesis committees shall consist of a minimum 4 committee members (one of which is external to the department) and dissertation committees shall consist of 5 members (one of which is external to the department).

The members of the student's advisory committee as indicated below were designated during a conference with the student on _____.
Date Program Director

Faculty signatures affixed below constitute acceptance of the advisory committee assignment. The chair of the advisory committee or the graduate director is responsible for reviewing the student's program and ensuring that it fulfills program requirements.

Committee Names: (Please Type or Print)

Committee Signatures:

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| _____, | Phone number/Email | Signature | Date |
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| _____, | Phone number/Email | Signature | Date |
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| Department Chair (or designee) | Date |
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| College Dean (or designee) | Date |
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Approved/Not Approved

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| Dean, School of Graduate, Adult and Extended Studies (or Designee) | Date |
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