

## How to: Advisor & Committee

In nearly all instances, students will have a faculty advisor/mentor established at the time of admission. However, this can change during the time of the student's graduate career.

Students work with their faculty advisor to map out their entire degree progression. Students are encouraged to consult with their advisor prior to registering for classes each semester to ensure classes will contribute to academic and career goals.

Students will also consult their faculty advisor to form a supervisory committee made up of members who can contribute to the student's research. Students who are completing an applied project, thesis, or dissertation as part of their degree program must select a supervisory committee.

### Supervisory Committee Guidelines

- Committees must have a minimum of three members, including the faculty advisor, who usually serves as chair of the committee
- At least 50% of the committee members must be SGSUP faculty. This may require adding a fourth committee member.
- All committee members must hold a PhD
- Faculty members outside SGSUP may serve as co-chair but not chair, unless otherwise endorsed by [Graduate Faculty](#). MUEP thesis committee chair (or at least one co-chair) must be a member of the planning faculty.
- Committee members should be selected by the end of the second semester (MA and MUEP thesis/applied project students and PhD students with master's degree) or by the end of the fourth semester (PhD students without a master's degree).

### Establishing the Committee

#### Thesis & Dissertation

- Confirm directly with the committee chair and members that each person is willing and able to participate on the committee. The [Supervisory Committee Form](#) should be completed and submitted to the Manager of Graduate Programs. In addition, the student must add each committee member on the iPOS to officially establish the committee with the university.
- If committee changes are needed, submit the [Committee Change Form](#). Committee changes must also be submitted on the iPOS.
- Master's students must submit the [External Committee Member Request](#) to add committee members outside SGSUP
- PhD students must submit the [External Committee Member Request](#) to add committee members outside SGSUP if the individual is not endorsed to serve on PhD committees by Graduate Faculty. To verify that a faculty member is approved to serve on PhD committees, visit [Graduate Faculty](#). If the student is unsure if a faculty member is approved, or they know special approval is required to serve on the student's committee, contact the Manager of Graduate Programs.

### Applied Project

- Confirm directly with the committee chair and members that each person is willing and able to participate on the committee. The [Supervisory Committee Form](#) should be completed and submitted to the Manager of Graduate Programs.
- If committee changes are needed, submit the [Committee Change Form](#).
- Applied project committees do not need to be submitted via iPOS (committee chair does need to appear on iPOS).
- Committee members must sign the [Applied Project Scope Statement](#) prior to beginning work on the applied project