

## Thesis/Dissertation Oral Defense Committee Recommendation Form

This form must be submitted to the Office of Graduate Studies no later than 30 calendar days following the thesis or dissertation proposal approval. The full policy regarding committee member make-up can be found on the second page of this form or in the 2012-2013 Graduate Policy Manual: <http://www.du.edu/media/documents/graduates/gradpolmanual.pdf>.

### Student Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_  
                     First                                    Last  
 Program and Degree: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Primary phone #: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

### Thesis/Dissertation Information

Proposal Approval Date: \_\_\_\_\_

Preliminary Thesis/Dissertation Title: \_\_\_\_\_

### Proposed Committee Membership

This is for  initial committee approval or  a change to a previously approved committee (please note where the change is made).

### Oral Defense Committee Chair (Optional)

Faculty Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

*If you know who your Oral Defense Committee Chair is at this time, please list his/her name above. If not, you must provide it on the Schedule of Oral Defense form, which must be sent to the Office of Graduate Studies at least four (4) weeks prior to your defense.*

### Thesis/Dissertation Director

Faculty Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

### Committee Member

Faculty Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

Faculty Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

Faculty Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

### Special Committee Member(s)

Faculty Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

I am seeking special approval for this member. A request and proposed member's CV or resume are attached.

Faculty Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_

I am seeking special approval for this member. A request and proposed member's CV or resume are attached.

\_\_\_\_\_  
 Thesis/Dissertation Director's Name

\_\_\_\_\_  
 Department Director/Chair's Name

\_\_\_\_\_  
 Thesis/Dissertation Director's Signature

\_\_\_\_\_  
 Department Director/Chair's Signature

Approved

Not Approved

Associate Provost's Signature \_\_\_\_\_

# Policy Regarding Thesis/Dissertation Committees

## **Master's Thesis Oral Defense Committee**

The master's candidate's thesis oral defense committee is recommended by the school or program and approved by the Associate Provost for Graduate Studies. The *Thesis/Dissertation Oral Defense Committee Recommendation* form should be submitted to the Office of Graduate Studies as soon as the thesis proposal has been approved or defended but no later than the first day of the quarter in which the student expects to complete his/her degree.

### **Composition**

The committee is composed of a minimum of three and a maximum of five members. Minimally two are voting members, including the thesis director. The chair of the committee is a non-voting member and must be from a department, school or college other than that of the candidate. All voting members of the committee must be full-time appointed faculty at DU and have research records appropriate to the student's area of specialization. Faculty from appropriately related programs who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate program has the majority representation and a majority of the members hold the earned doctorate. When a master's degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee.

### **Oral Defense Committee Chair**

The committee member from outside of the student's graduate department represents the Associate Provost for Graduate Studies and serves as chair of the oral defense committee. The oral defense committee chair must be a tenured or tenure-track member of the DU faculty. It is the responsibility of the student to find an appropriate oral defense committee chair to serve who meets these requirements.

### **Thesis Director**

The thesis director must be a tenured or tenure-track member of the candidate's graduate program. It is the thesis director's responsibility to ensure that the student's research meets appropriate academic standards for the discipline in which the degree is being conferred.

### **Special Members**

In rare occasions, students may request to add an adjunct faculty member, post-doctoral appointee, a professor from another institution, or another qualified person—including someone without a doctorate but with other appropriate qualifications—as a special committee member. A special member may not be considered a substitute for one who meets the University requirements; rather, the special member should be considered as an addition to the core committee. Students also may request that a non-tenure track, full-time appointed DU faculty member serve as committee chair. These requests must be supported by a strong rationale, have the support of the student's program and be approved by the Associate Provost for Graduate Studies. The request must include a statement of rationale, the proposed special member's CV, and the *Thesis/Dissertation Oral Defense Committee Recommendation* form.

## **Doctoral Dissertation Oral Defense Committee**

The doctoral candidate's dissertation oral defense committee is recommended by the school or department and approved by the Associate Provost for Graduate Studies. The *Thesis/Dissertation Oral Defense Committee Recommendation* form should be submitted to the Office of Graduate Studies as soon as the dissertation proposal has been approved or defended but no later than the first day of the quarter in which the student expects to complete his/her degree.

### **Composition**

The committee is composed of a minimum of four and a maximum of seven members. Minimally three are voting members, including the dissertation director. The chair of the oral defense committee is a non-voting member and must be from a department, school, or college other than that of the candidate. All voting members of the committee must be full-time appointed faculty at DU and have research records appropriate to the student's area of specialization. Faculty from appropriately related programs who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate program has the majority representation and a two-thirds majority of the members, excluding the director, hold the earned doctorate. When a doctoral degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee.

### **Oral Defense Committee Chair**

The committee member from outside the student's graduate department represents the Associate Provost for Graduate Studies and serves as chair of the oral defense committee. The oral defense committee chair must be a tenured member of the DU faculty and must hold an earned doctorate from an accredited institution. It is the responsibility of the student to find an appropriate oral defense committee chair to serve who meets these requirements. *Note: Students in the DU-Iliff Joint PhD Program may have an Outside Chair from the Iliff School of Theology, but that faculty member must be outside of the Iliff concentration field in which the student is enrolled.*

### **Dissertation Director**

The dissertation director must be a tenured or tenure-track member of the candidate's graduate program. It is the dissertation director's responsibility to ensure that the student's research meets appropriate academic standards for the discipline in which the degree is being conferred.

### **Special Members**

In rare occasions, students may request to add an adjunct faculty member, post-doctoral appointee, a professor from another institution, or another qualified person—including someone without a doctorate but with other appropriate qualifications—as a special committee member. A special member may not be considered a substitute for one who meets the University requirements; rather, the special member should be considered as an addition to the core committee. Students also may request that a non-tenure track, full-time appointed DU faculty member serve as committee chair. These requests must be supported by a strong rationale, have the support of the student's program and be approved by the Associate Provost for Graduate Studies. The request must include: a statement of rationale, the proposed special member's CV and *Thesis/Dissertation Oral Defense Committee Recommendation* form.