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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 online at <http://www.du.edu/currentstudents/graduates/graduationinformation.html>

1. Personal Information:

| | | |
|--------------------------------------|--------------------------|-------------|
| Name: _____ | Student ID Number: _____ | Date: _____ |
| First | Last | |
| Program and Degree: _____ | e-mail address: _____ | |
| Phone Numbers: Home: _____ | Alternate: _____ | |

2. Thesis/ Dissertation Information

Date your proposal was approved: _____

Preliminary Thesis/ Dissertation Title: _____

3. 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). Please note that Oral Defense Committee Chair must be selected and listed on the Schedule of Oral Defense form sent to Graduate Studies at least 4 weeks prior to the defense.

Faculty Member Name: _____

Rank: _____ Department: _____

Thesis/ Dissertation Director

Faculty Member Name: _____

Rank: _____ Department: _____

Committee Member

Faculty Member Name: _____

Rank: _____ Department: _____

Committee Member

Faculty Member Name: _____

Rank: _____ Department: _____

Committee Member

Faculty Member Name: _____

Rank: _____ Department: _____

Committee Member

Faculty Member Name: _____

Rank: _____ Department: _____

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

Committee Member

Faculty Member Name: _____

Rank: _____ Department: _____

I am seeking special approval for this potential 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

| | |
|-----------------------------------|--|
| Associate Provost Signature _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
|-----------------------------------|--|

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 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 thesis proposal has been approved.

Composition

The committee is comprised 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 program, department, school or college other than that of the candidate. All 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 units who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate unit 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 unit 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 unit. 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

Exceptions can be made in that adjunct faculty members, post-doctoral appointees, professors from other institutions, or other qualified persons—including someone without a doctorate but with other appropriate qualifications—can serve as special committee members. Students also may request that a non-tenure track, full-time appointed DU faculty member serve as oral defense committee chair. These exceptions must be supported by a strong rationale, have the support of the student's unit, and be approved by the Associate Provost for Graduate Studies. If an exception is requested, a statement of rationale and the proposed special member's CV must accompany the 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.

Composition

The committee is comprised 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 program, department, school or college other than that of the candidate. All 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 units who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate unit 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 unit 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.

Dissertation Director

The dissertation director must be a tenured or tenure-track member of the candidate's graduate unit. 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

Exceptions can be made in that adjunct faculty members, post-doctoral appointees, professors from other institutions, or other qualified persons—including someone without a doctorate but with other appropriate qualifications—can serve as special committee members. Students also may request that a non-tenure track, full-time appointed DU faculty member serve as oral defense committee chair. These exceptions must be supported by a strong rationale, have the support of the student's unit, and be approved by the Associate Provost for Graduate Studies. If an exception is requested, a statement of rationale and the proposed special member's CV must accompany the committee proposal form.