

## COMMITTEE REQUIREMENTS

### Master's (non-thesis) Requirements

Committee Role	Req/Opt	CSM faculty status	Department
Advisor	Required	Graduate Faculty, Teaching Faculty or Professors of Practice	Home Department
Minor Representative	Optional	Graduate Faculty or Teaching Faculty	Minor Department

### MS (thesis) Requirements (minimum of 3 members) Two of the required members must be from the home department or program

Committee Role	Req/Opt	CSM faculty status	Department
Advisor (1st member)	Required	Graduate Faculty	Home Department or program <i>Exceptions with departmental approval</i>
Committee Member (2nd member)	Required	Graduate Faculty, Teaching Faculty, Professor of Practice, Research Faculty, External Joint Appointee or Emeritus Faculty	Home Department or program <i>Exceptions with departmental approval</i>
Committee Member (3rd member)	Required	Graduate Faculty, Teaching Faculty, Professor of Practice, Research Faculty, External Joint Appointee, Emeritus Faculty, Affiliate/Adjunct Faculty or Off-Campus Member	Home Department or program or familiar w/area of study
Additional Committee Members	Optional	Graduate Faculty, Teaching Faculty, Professor of Practice, Research Faculty, External Joint Appointee, Emeritus Faculty, Affiliate/Adjunct Faculty or Off-Campus Member	Home Department or program or familiar w/area of study
Co-Advisor (additional member)	Optional	Graduate Faculty, Teaching Faculty, Professor of Practice, Research Faculty, External Joint Appointee, Emeritus Faculty, Affiliate/Adjunct Faculty or Off-Campus Member. Can't be primary advisor, minor rep or 1 of the 3 required committee members	Familiar with area of study
Minor Representative (additional member)	Optional	Graduate Faculty or Teaching Faculty. Can't be primary advisor, co-advisor or 1 of the 3 required committee members	Minor Department

**Master's committee chair does not need to be specified on the form, but the committee chair cannot be the advisor, co-advisor or minor rep (if applicable).**

### PHD Requirements (minimum of 4 members) Advisor and two members must be knowledgeable in the technical area of the student's thesis

Committee Role	Req/Opt	CSM faculty status	Department
Advisor (1st member)	Required	Graduate Faculty	Home Department or program <i>Exceptions with departmental approval</i>
Committee Member (2nd member)	Required	Graduate Faculty, Teaching Faculty, Professor of Practice, Research Faculty, External Joint Appointee or Emeritus Faculty	Home Department or program <i>Exceptions with departmental approval</i>
Committee Member (3rd member)	Required	Graduate Faculty, Teaching Faculty, Professor of Practice, Research Faculty, External Joint Appointee or Emeritus Faculty	Home Department or program <i>Exceptions with departmental approval</i>
Committee Chair (4th member)	Required	Graduate Faculty, Teaching Faculty or Professor of Practice	Outside of Home department or Minor department
Additional Committee Members	Optional	Graduate Faculty, Teaching Faculty, Professor of Practice, Research Faculty, External Joint Appointee, Emeritus Faculty, Affiliate/Adjunct Faculty or Off-Campus Member	Home Department or program or familiar w/area of study
Co-Advisor (additional member)	Optional	Graduate Faculty, Teaching Faculty, Research Faculty, External Joint Appointee, Emeritus Faculty, Affiliate/Adjunct Faculty or Off-Campus Member. Can't be primary advisor, minor rep or 1 of the 4 required committee members	Familiar with area of study
Minor Representative (additional member)	Optional	Graduate Faculty or Teaching Faculty. Can't be primary advisor, co-advisor or 1 of the 4 required committee members.	Minor Department

Graduate Faculty includes: Tenure/tenure track faculty & any teaching faculty, research faculty, professors of practice, emeritus faculty & external joint appointees who have been approved as graduate faculty.

-The Minor Representative is required when the student is also getting a minor from another department/program.

-Off-Campus Members must submit a brief resume with education and experience (approximately 1 page). Please do not submit a list of published articles.