

**UNIVERSITY OF SOUTH ALABAMA GRADUATE SCHOOL
APPOINTMENT OF GRADUATE FACULTY TO A COMP, THESIS, OR DISSERTATION COMMITTEE**

Student Name: _____ Student Number: **J00** _____

Student E-mail Address: _____ Student Program: _____

This form will appoint the student's:

Dissertation committee

Thesis committee

COMP committee

Proposed research topic (for thesis/dissertation students only):

Graduate Faculty Membership (See [Graduate Faculty Membership information](#) for status and appointment date)

Committee Member Names (Indicate Chair on first line)	Status (Assoc/Full/Admin)	Appointment Date

1. A **dissertation committee** must include at least **four** members, and must include at least **one full Member**, who is the **committee chair**.
2. A **thesis committee or COMP committee** must include at least **three** members of the Graduate Faculty.
3. **Dissertation/thesis committees** must include at least **one member from outside the student's program**, please indicate this member in list above.
4. The **majority** of a thesis and master's level COMP committee must be **USA graduate faculty**. Dissertation committees require **one half** to be USA graduate faculty.
5. A thesis/dissertation/COMP **committee member** may be chosen who is not a USA graduate faculty member or from **outside our University**, if this benefits the student's research. This person cannot serve as solo chair, but can serve as co-chair. Submit the outside member committee appointment form with this form for this option.
6. The Dean of the Graduate School may grant an **exception to the current committee member requirements** on a case by case basis if requested/required.
7. Remit this form as **soon as the committee is formed** for **thesis or dissertation committees**.
8. Remit this form at least **one week** before the COMP exam for the **COMP committee**.

RECOMMENDATION for appointment of committee:

(Department Chair or Graduate Coordinator) Date _____

(Director of Graduate Studies) Date _____

APPROVAL of appointment of committee:

(Dean of the Graduate School) Date _____