

# Supervisory Committee Information

## Appointment

Supervisory committees for graduate degree programs are nominated by the respective department chair, approved by the college dean and appointed by the Dean of the Graduate School. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Only those members of the faculty who have been appointed to the graduate faculty may serve as members of a supervisory committee unless a special appointment is completed and approved. **A student must complete the Supervisory Committee Form (attached) by the end of the term in which he or she has accumulated 12 or more credit hours or at the end of the second semester.** If a minor is designated for any degree, the committee must include one member as the representative for that proposed minor. If two minors are designated two representatives must be appointed to the committee.

## Membership

The chair of the supervisory committee must have graduate faculty status in the student's major department. Please refer to the information below regarding committee membership requirements.

- Non-Thesis - 30 credit hour Master's – Chair and one member
- Non-Thesis (Report option) and Thesis Master's – Chair and two members
- Thesis Master's - Chair and two members
- ENG – Chair, member, and external member
- PhD – Chair, three members and an external member

## Special Appointments

The chair of a student's supervisory committee with permission of the department and college may ask for a professor with special qualification not holding graduate faculty status to serve on a student's committee. To do this, go online to <http://gradschool.rgp.ufl.edu> and click on the appropriate form link.

## Additional Information

If a student anticipates making a change in his or her graduate committee, he or she must do so no later than the semester before graduation is planned. The Graduate School **does not accept** committee **changes** during the student's **final semester** unless accompanied by a letter stipulating why the change must be made in the final semester. The only time a letter does not need to be included is when the student is only adding a member to his or her committee. The deadline to file a revised committee form is before the first day of class of the semester in which the student is graduating.

**Please return the completed attached form and all other information if applicable to the Graduate Records and Advising Office, 480D, Weil Hall. Thank you.**

# Supervisory Committee Form

Please PRINT clearly:

Student's Name: \_\_\_\_\_  
(Last) (First) (MI)

UFID# \_\_\_\_\_ Your e-mail address: \_\_\_\_\_

Circle Degree: MS ME MCE ENG PHD Check one: Non-Thesis \_\_\_\_\_ Thesis \_\_\_\_\_  
Dissertation \_\_\_\_\_

\*\*\*\*\*The section below is to be completed by each committee member.\*\*\*\*\*

Committee Members:

Print Name and Initial	Department
Chair: _____	_____
Co-Chair(optional) _____	_____
Member: _____	_____
Member: _____	_____
Member: _____	_____
External: _____	_____
Member: _____ (optional)	_____

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- PhD – Chair, three members and an external member

Please return this completed form to the Student Records and Advising Office (480D Weil Hall) for processing.

Received by: \_\_\_\_\_  
Initial and date