College Checklist for Doctoral Committee Composition

DOCTORAL COMMITTEE REQUIREMENTS

• Five (5) members minimum - three (3) must be **REGULAR** graduate faculty.

• Only one (1) person can be a non-member of graduate faculty.

• One (1) member must be from department **other than** one student is seeking degree.

• **Chair** must be from student's major program and must be regular graduate faculty.

• **No more than two (2) other members may be from student's major program area of study (HR&E).** This does not include the chair. This means you can have three (3) core Counseling Psychology faculty on your committee including your chair. You are required to have at least two.

• At least two (2) members must be from **MAJOR** program area.

• One (1) member must be from student's **MINOR** program area.

• One (1) member (with professional relevance to program of study) must be from **outside** student's program area.

• Three (3) members of committee must be members of HR&E regular graduate faculty.

• A change in faculty status does **NOT** affect an **established** committee (ex. retirement - may remain on committee).

• New committee formations - faculty without status, (ex. retired) can only come on as "non-member" to any committee).

• No family members on committees of relatives.

• No substitutions for chair at defense meeting.

• Only one (1) substitution allowed (requested in writing prior to defense); sub must have same faculty status cannot pass exam if **more than one** unfavorable vote.