

## Selecting a Graduate Committee

A committee must include at least 3 members. One of those members must be designated as the chair. Master's chairs must be from the student's home department and tenured/tenure-track faculty. If the student has co-chairs, one of the co-chairs must be from the student's department.

Members for master's and doctoral committees can be from any ASU academic department and must be tenured/tenure-track. Emeritus faculty can serve as a member if they are tenured/tenure-track emeritus. They must have special approval to serve as a chair or co-chair for any committee. Professors who have left ASU may not be emeritus, so check the faculty listings in the back of the Graduate Catalog. Tenured/tenure-track faculty from all campuses can serve as members of any committee.

At least 50% of a student's graduate committee must be from ASU. Committee chairs, co-chairs or members who are not tenured/tenure-track faculty must have special approval to serve on committees. People from the community, other universities or those people generally not associated with ASU are eligible for **case-by-case approval only**. All requests must include a *current* copy of the curriculum vita of the member for whom the approval is being requested. Be aware that it takes time to request approval; don't leave it until the last minute.

You must choose your committee chair and committee members before you can complete your Plan of Study (POS). Furthermore, your POS must be submitted before you register for your 21<sup>st</sup> unit. Plan early; it takes time to collect signatures, get approvals, and process the forms.