

Computing and Information Sciences

Student Dissertation Committee

Policy

Approved by the curriculum committee on Feb. 20, 2014

It is each student's responsibility to form his/her dissertation committee in consultation with his/her primary faculty advisor after he/she has passed the research assessment. The request, to be submitted by the student, must be approved by the Ph.D. Program Director within six months after passing the research assessment.

Committee Composition – The committee will be composed of a minimum of four faculty members: the primary advisor and at least three additional faculty members with expertise related to the student's general research areas. A majority of the committee members must be members of the Ph.D. faculty in Computing and Information Sciences.

Student Responsibilities – It is each student's responsibility to schedule regular meetings with his/her advisor and dissertation committee members to ensure satisfactory academic and research progress. The student is required to submit an annual progress report providing a brief self-evaluation summary by the end of April to his/her committee and to the Ph.D. Program Director.

Advisor and Committee Responsibilities – The advisor and dissertation committee members are expected to:

1. provide their student with advice at every stage through his/her Ph.D. study, including the selection of course work, the planning and conduct of research, and thesis writing.
2. review their student's course and research progress. Upon receiving the student's annual self-evaluation, the advisor should solicit feedback from the committee members and complete the *GCCIS Ph.D. Yearly Progress Report Form* assessing the student's course and research progress. The annual report should be submitted to the Ph.D. Program Director by the end of the spring semester.

Changes in a Student's Dissertation Committee - The request to change dissertation committee members will be granted on approval of the student's advisor and the Ph.D. Program Director. The request to change a student's advisor must be approved by the Ph.D. Program Director.