

# Master's Degree Policies

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## Supervisory Committee

*Some Plan C programs do not require a Supervisory Committee. Refer to Plan C specifics below.*

The Supervisory Committee is comprised of the student's advisor (committee chair) and supporting committee members. The major adviser-student relationship must be a mutually acceptable one. The goal in selecting a supervisory committee is creating a team to help the student develop a Plan of Study to align with the student's desired professional goals, provide support in the growth of the student as a professional, and oversee the student's final project or final examination.

Students may not bring food or beverages for the committee members to Supervisory Committee meetings, preliminary examinations, or final examinations. If a program wishes to provide refreshments at these meetings, it is the responsibility of the program to pay for and obtain them.

The supervisory committee members should be identified before the Plan of Study is formulated so that all committee members have a chance to contribute. The supervisory committee, agreed upon by the major advisor and student, is approved by the graduate program coordinator at the time the Plan of Study is submitted.

To add an external member (not full or affiliate graduate faculty) to a graduate committee, the Plan of Study or Supervisory Committee Change form (if the Plan of Study is already filed) must include a letter of support from the department chair and a copy of the external member's curriculum vitae (CV). The chair's letter should indicate the chair and department's support for this person to be on the committee and list the expertise this person brings to the committee. There is a paperclip icon on both forms that allows the student, advisor and graduate program coordinator to add the letter and CV.

- The letter must come from the department chair only, not the advisor. An advisor may add a letter of support, though this letter alone is not sufficient.
- The external member cannot be an affiliate graduate faculty member of the advisor's home department/program.

## Plan A and Plan B

The supervisory committee will have at least three members. The members consist of:

- The major advisor, who must be a full or affiliate member of the graduate faculty Level 1 or Level 2, will be the committee chair.
- A second member, who must be a full or affiliate member of the graduate faculty. The second member may serve as co-adviser on the supervisory committee. The co-chair designation implies equally shared responsibilities in guiding the student through to degree completion.
- A third member, who could be either a full member of the graduate faculty from outside the advisor's home department or a qualified off-campus expert in the field.

## Plan C

The student's advisor must be a full or affiliate member of the graduate faculty. If the program does require students in this option to form a supervisory committee, all members must be a full or affiliate member of the graduate faculty.

## Advisor or Supervisory Committee Changes

Advisor changes and changes to the supervisory committee may be made with the Request to Form or Change Supervisory Committee (<https://powerforms.docuSign.net/1c3281c5-f567-4702-8620-3d62724d1518/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) form. The student, advisor, graduate program coordinator, and the Graduate College must approve changes.