

## GRADUATE COLLEGE Appointment of Supervisory Committee

**Student Information:**

Student Name Date  
 Student ID Number Email  
 Graduate Program  
 Catalog Year Anticipated Completion Date

**Instructions:**

**Purpose:** A supervisory committee (ASC) is composed of members of graduate faculty who are charged with the guidance of a student in a graduate program that requires a thesis or dissertation. The committee consists of major advisor who serves as chair, plus at least two but no more than four additional members. The major advisor is the primary mentor for the student. Adjunct graduate faculty also may chair committees if they have a departmental endorsement as described in the Graduate Faculty Nomination guidelines. The majority of the committee members must be graduate faculty in the academic unit responsible for the program.

**Procedure:** The ASC is initiated by the student and sent to the Chair (Major Advisor) for approval of all committee members. Once the Chair (Major Advisor) has signed the form a final signature approval will need to be obtained from the Graduate Program Coordinator. Once the program coordinator approves the form it will then be sent to the Graduate College for processing. Once the Graduate College has approved the form a copy will be sent to both the student and the Chair (Major Advisor). Once the approved copy has been received by the student and Chair it is the responsibility of both the student and Chair to ensure the committee members are notified of their acceptance to serve on the student's committee.

**Time of Submission:** The *Appointment of Supervisory Committee* form (ASC) must be submitted to Graduate Admission and Degree Services (Riverfront Hall-307) within one year of the onset of coursework, or by the time the Application for Admission to Candidacy (AAC) form has been submitted, whichever comes first.

**Signatures:**

Chair (Major Advisor) ID# Date  
 Signature Print name

Committee Member ID#  
 Print name  
 Check if Co-Chair.

Committee Member ID#  
 Print name

Committee Member ID#  
 Print name

Committee Member ID#  
 Print name

**Department Chair or Graduate Coordinator:**

Signature Print name ID# Date

Check if revision to existing committee.

Student Date  
 Signature Print name

Approved / Disapproved

Graduate Dean Date  
 Signature Print name

Boise State University, Graduate Admission and Degree Services, Riverfront Hall, Room 307, 1910 University Drive, Boise, ID 83725-1110.

Office hours are 8-5 Monday-Friday. Telephone: Local 208-426-3903, Toll Free 1-800-824-7017, Fax 208-426-2789.

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