



## Doctoral Committee/Candidacy Status Form

Please Check as Appropriate:

- Initial Committee Formation                       Revision to Committee  
 Notification of Passing Candidacy Exam       Existing Committee (Date of Formation: \_\_\_\_\_)

Submit this form (in PDF) as attachment to [gradcommittee@ucf.edu](mailto:gradcommittee@ucf.edu)

This form must be submitted once the student has passed the candidacy exam and before enrolling in dissertation hours. This form must be resubmitted for review and approval any time changes are made to the committee membership.

**The Committee must contain the following:**

- Chair (*Graduate Faculty member who is eligible to chair a dissertation committee*)
- Minimum of four committee members (*all must hold a Graduate Faculty or Graduate Faculty Scholar appointment*)
  - At least three, and a majority of the committee, must be members of the Graduate Faculty
  - At least one member must be from outside the department (or college, if a college-wide program)
  - At least one member must have served previously on a thesis or dissertation committee that graduated a student, either at UCF or at another accredited institution. If the Chair does not have this experience, another graduate faculty member who has this experience may serve in this role as Vice Chair. Under certain circumstances (see page 2), a graduate faculty scholar who has previous committee experience may serve as Vice Chair.

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Personal ID (PID): \_\_\_\_\_ Knights E-mail Address: \_\_\_\_\_

Degree Program/Track: \_\_\_\_\_

Date Candidacy Exam Passed (MM-DD-YYYY): \_\_\_\_\_

The following individuals agree to serve on this dissertation committee (*Please indicate if a member is also a co-chair or vice chair*). See page 2 for an explanation of committee roles:

	Committee	Co-Chair?	Vice Chair?	Typed Name	Initials	Department/School	Graduate Faculty Standing	
							Grad Faculty	GF Scholar
Required	Chair						<input type="checkbox"/>	
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Outside Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Optional	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>



- By checking this box, I acknowledge that this student’s program of study is accurately updated on the degree audit. (A copy of the degree audit must be attached to this form.)
- My signing this form acknowledges that the above members of the committee have been informed that they should not have any personal or business (including non-UCF employment) arrangements with the student that may pose a conflict of interest.

Program, Chair or Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

Approved by College of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY ROLES ON DISSERTATION ADVISORY COMMITTEES**

Graduate faculty scholars and members of the Graduate Faculty may be eligible to assume the following roles as part of their service on dissertation advisory committees:

- Member of a dissertation committee.
- Chair of a dissertation committee: In the vast majority of cases, the chair is the advisor of the scholarly activities of the student. A chair of a dissertation committee also oversees all of the administrative functions of the committee. **A graduate faculty scholar is not eligible to serve as a chair of a dissertation committee.**
- Co-chair of a dissertation committee: a co-chair is a member of a dissertation committee who shares with the chair in advising the scholarly activities of the student. In cases in which a graduate faculty scholar oversees the day-to-day scholarly activities of the student, the graduate faculty scholar may be appointed as a co-chair of the dissertation committee.
- Vice-chair of a dissertation committee: A vice-chair serves as a voice of experience on dissertation committees in cases in which the chair has not previously served on an advisory committee that graduated a student. To be appointed as a vice-chair, the committee member must have prior experience serving on at least one thesis or dissertation committee that has successfully graduated a student. A graduate faculty scholar may be appointed as vice chair only if they have advisory committee experience and either are serving as the student’s day-to-day advisor or are UCF retired or emeritus faculty.