Office of the Registrar

Nomination of Thesis or Dissertation Committee

Please submit this form to the Office of the Registrar at least 6 weeks before the examination and the established deadline dates (see go.umd.edu/gs-deadlines). Please note that an oral examination may not be held until the Office of the Registrar approves the recommended committee on page 2 of this document.

Student's Full Name (Last, First, Middle) | Today's Date | Expected Oral Exam Date

Student's UMD Email Address | Student University ID Number (UID)

Graduate Program & Degree Sought

Title of Thesis or Dissertation:

Have you applied for graduation? ◯ YES ◯ NO

Are Human Subjects involved in the research? If yes, please attach a copy of the approval from University Institutional Review Board (IRB). ◯ YES ◯ NO

Are vertebrate species (birds, mammals, fish, etc.) involved in this research? If yes, please attach documentation from the Institutional Animal Care and Use Committee of record, showing protocol number and approval date. For research not conducted at UMD, also provide federal assurance (PHS, USDA) and accreditation documentation to the UMD IACUC. ◯ YES ◯ NO

Is recombinant DNA/RNA involved in this research? If yes, please attach a copy of the approval from the UM Institutional Biosafety Committee. ◯ YES ◯ NO

Is this a new committee or a revised committee? ◯ YES ◯ REVISED

If this is a revised committee, did the original committee ever meet? ◯ YES ◯ NO ◯ **N/A**

Signature: Primary Advisor | Date | Phone Extension | UMD Email Address

Signature: Director of Graduate Program | Date | Phone Extension | UMD Email Address

Signature: Registrar or Designee | Date | Comments

Please submit this form electronically to registrar-graduate@umd.edu or mail to the Office of the Registrar, 1113 Mitchell Building, College Park, MD 20740

Nominated Committee: Please see page 3 for committee requirements and faculty categories.

(Full Last Name, Full First Name)	Tenure Home	UMD Email Address
Role: Chair	Category: (Master's Only) ○ Full Member ○ Associate Member ○ Special Member (attach approval)	
(Full Last Name, Full First Name)	Tenure Home or Place of Employment	UMD Email Address
Role: ○ Co-chair ○ Committee Member	Category: ○ Full Member ○ Associate Member ○ Special Member	
(Full Last Name, Full First Name)	Tenure Home or Place of Employment	UMD/Work Email Address
Role: ○ Co-chair ○ Committee Member	Category: ○ Full Member ○ Associate Member ○ Special Member	
(Full Last Name, Full First Name)	Tenure Home or Place of Employment	UMD/Work Email Address
Role: Committee Member	Category: ○ Full Member ○ Associate Member ○ Special Member	
(Full Last Name, Full First Name)	Tenure Home or Place of Employment	UMD/Work Email Address
Role: Committee Member	Category: ○ Full Member ○ Associate Member ○ Special Member	
(Full Last Name, Full First Name)	Tenure Home or Place of Employment	UMD/Work Email Address
Role: Committee Member	Category: ○ Full Member ○ Associate Member ○ Special Member	
(Full Last Name, Full First Name)	Tenure Home or Place of Employment	UMD/Work Email Address
Role: Committee Member	Category: ○ Full Member ○ Associate Member ○ Special Member	

Doctoral Dissertations Only -Dean's Representative

(Full Last Name, Full First Name)	Tenure Home	UMD Email Address
Voting Member? ○ YES ○ NO	Category: Full Member	

Please submit this form electronically to registrar-graduate@umd.edu or mail to the Office of the Registrar, 1113 Mitchell Building, College Park, MD 20740

For the most up-to-date information, please visit The Graduate Catalog

Graduate School Requirements for the Master's Thesis Examination Committee:

- Minimum of three voting members of the Graduate Faculty, including two Full Members.
- Chair should be the student's advisor, who will be a Full or Associate Member of the Graduate Faculty, or who has been granted an exception to the policy by the Dean of the Graduate School.

Graduate School Requirements for Doctoral Examination Committees:

- Ph.D. dissertation committees require a minimum of five voting members of the Graduate Faculty, including three Full Members.
- Doctoral Capstone Examining Committees (e.g., Ed.D., Au.D.): The Committee must include a minimum of five members of the Graduate Faculty, at least three of whom must be Full Members or Associate Members whose primary academic affiliation is with the University.
- A committee chair should be the student's advisor. A committee may have co-chairs. A Ph.D. committee chair must be a Full Member of the Graduate Faculty. In the case of a Doctoral Capstone Examining Committees, an Associate Member can serve as chair under certain circumstances. Co-chair requests should be included in the Nomination of Committee form. If the committee has already been approved, please submit a new form.
- Each committee must have a Dean's Representative as a voting or non-voting member. The Dean's Representative should have a research interest related to that of the student. The Dean's Representative must be a tenured Full Member of the Graduate Faculty whose tenure home is different from the student's academic program and different from that of the chair and any cochair (s). Eligibility is limited to faculty who have successfully completed the university tenure review process through Faculty Affairs. Faculty with a Tenure Track designation who have not yet received tenure are not eligible to serve in this role.

Graduate Faculty Categories:

With the exception of Full Members, all other faculty must be nominated and approved to be Graduate Faculty. The Graduate Catalog contains the policy and a list of current Graduate Faculty. The faculty nomination form is on the Graduate School's website.

	Description	Prerogatives
Full Member	Tenured or tenure-track faculty.*	Eligible to chair or serve on Master's thesis examining committees and doctoral dissertation examining committees.
Associate Member	Professional-track faculty with duties primarily in research, scholarship, or artistic creativity.	Eligible to chair and serve on Master's thesis examining committees and to co-chair and serve on dissertation examining committees but cannot chair dissertation examining committees.
Special Member	Qualified scholars outside UMD. They can be nominated for a renewable five-year membership term.	Eligible to co-direct Master's thesis research, but may not chair or co-chair Master's Thesis or Doctoral Dissertation Examination Committees.
Graduate Teaching Member	Professional-track faculty with duties primary in teaching.	Not eligible to serve on Master's or dissertation examining committees.

*Full Members that leave UMD (except Emeriti) remain Full Members for one year and can then be nominated as a Special Member. Full, Emeriti Members who separate from the university remain Full Members for five years and are eligible for re-nomination.

Please submit this form electronically to registrar-graduate@umd.edu or mail to the Office of the Registrar, 1113 Mitchell Building, College Park, MD 20740