



University of Idaho

College of Graduate Studies

Major Professor & Committee Appointment or Changes



Your Major Professor

The selection of a Major Professor must be formally appointed by the end of the first year for master's students, and by the end of the third semester for Doctoral students. Your appointment of a Major Professor must be approved by the College of Graduate Studies before you are able to access the Degree Audit system to submit your Study Plan.

Your Major Professor must be a member of the graduate faculty. They will assist you with course selection, guide you through your program, offer academic and professional advice, and likely be your best reference as you move forward in your career.

Determining a regular communication schedule, whether in person, phone, or via electronic means, is important to the successful completion of your program. Setting and achieving benchmarks of progress can help you ensure you are fulfilling the expectations of your Major Professor and your program.

If a faculty member on your committee departs from the University, they are to be replaced, unless permission to remain on the committee is given by the Dean of the College of Graduate Studies.

A faculty member can be removed as Major Professor or as a committee member, if it is determined that continued membership is not in the best interest of the department or the student. Please contact the College of Graduate Studies for more information and procedures.

Appointment or Change of Major Professor & Committee

When filling out the MP/Committee form, ensure that you fill everything out completely. You will need to sign the form, and get the signatures of both your major professor, and your department chair, each time you use the form to add a new committee member.

Should it become necessary to replace a Major Professor or committee member, you can use the same form, just list the faculty member to be replaced in the "remove" section.

Committee Guidelines

According to COGS regulations, non-thesis students need only a major professor on their committee. However, some departments may have additional committee requirements.

Thesis students are required to have a major professor and two additional committee members, and doctoral students are required to have a major professor and three additional committee members.

At least half of your committee must be on graduate faculty (if unsure, check with COGS). A committee member may only serve on a committee for a degree level in which they have attained.

Grading of Research Credits

If you are registered for non-thesis (599), thesis (500) or dissertation (600) research credits during a semester, your Major Professor has the option to grade you with either a letter grade or an IP grade. An IP reflects that you are doing passing level work but a grade on the work is not appropriate at the time. At the completion of your program, and if the thesis or dissertation is completed, the IP grades will be changed to either A, B, or P. If you are a thesis or dissertation student and do not complete the thesis or dissertation, the IP grades may remain a part of your transcript, until you graduate. The method of grading is at the discretion of the Major Professor and/or according to the program's policy.

Research Protocol

Prior to beginning any research projects, protocol approval may be required by a research committee. Check with the Office of Research and Economic Development before beginning any research.



University of Idaho

College of Graduate Studies

Location: Morrill Hall 104 (820 Idaho Ave)

Website: www.uidaho.edu/cogs

Inquiries: cogs@uidaho.edu

Forms: cogs-forms@uidaho.edu

Phone: (208) 885-2647

Mail to: 875 Perimeter Dr.

Moscow, ID 83844-3017

College of Graduate Studies

Major Professor & Committee Appointment or Changes

Student Name: _____ Vandal #: _____

Major: _____ Semester Admitted: _____

Email: _____

My program is a: Non-thesis master Thesis master Specialist Doctoral

Major Professor and/or Committee Appointments

Initial appointment or adding following member(s):

Note: New members being added to the committee are also agreeing to the current Study Plan, if one has been filed
MP=Major Professor, Co-MP=Co-Major Professor (MAT students only)

Name: _____
Printed Name Signature Department MP?

Name: _____
Printed Name Signature Department Co-MP? (MAT only)

Name: _____
Printed Name Signature Department

Name: _____
Printed Name Signature Department

Name: _____
Printed Name Signature Department

Removing Major Professor or Committee Members

Remove the following member(s):

Note: if a committee member has left the university, no signature is required

Name: _____
Printed Name Signature Department MP? Co-MP?

Name: _____
Printed Name Signature Department

Student Signature: _____

Date: _____

Major Professor Signature: _____

Date: _____

Department Chair: _____

Date: _____

College of Education Dean (Education Doctoral students only)

Date: _____

College of Graduate Studies: _____

Date: _____

After posting by COGS, this information can be viewed in the Registration Status on Vandal Web