



Name: _____ Term Admitted: _____ V# _____

Email: _____ Major: _____

Committee Type: ___ Non-Thesis Master ___ Thesis Master ___ Specialist ___ Doctoral

Major Professor and/or Committee Appointments

Initial appointment or adding following member(s):

New members added to the committee are also agreeing to the current Study Plan, if one has been filed

MP = Major Professor (responsible for Workflow items); Co-MP = Co-Major Professor (non-MAT students must include Co-Major Professor rationale) Select if applicable

Name: _____
Printed Name Signature Department MP?

Name: _____
Printed Name Signature Department Co-MP?

Name: _____
Printed Name Signature Department Aff./Adj.?

Name: _____
Printed Name Signature Department Aff./Adj.?

Note: Rationale must be filled out by the MP for members appointed as Co-MP and for Non-UI Faculty. If Non-UI Faculty, an updated CV has to be included

Rationale:

Removing Major Professor or Committee Members

Remove the following member(s):

Note: If a UI Faculty committee member has left the university, no signature is required

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

Name: _____
Printed Name Signature

Student Signature: _____ Date: _____

Major Professor Signature: _____ Date: _____

Department Chair/Director: _____ Date: _____

Associate Dean: _____ Date: _____
(Education PhD/EdD students)

College of Graduate Studies: _____ Date: _____

After processing by COGS, up-to-date committee information can be viewed under Student Profile on VandalWeb



Your Major Professor and Committee:

The selection of a Major Professor (MP) 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 your course selection, guide you through your program, offer academic and professional advice, and probably 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 be sure you are fulfilling the expectations of your Major Professor and your program. They will also assist with helping build your committee for thesis and dissertation students.

A faculty member can be removed as a Major Professor or 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(s) or Changes:

When filling out the MP/Committee Form, ensure that all areas are filled out prior to submission. Signatures from the Student, Major Professor, and Department Chair are required on each form submission. Members only need to sign for their initial appointment or when being removed. Major Professors may be appointed initially, with other committee members being added over time.

If a faculty member departs from the University, it is the student's responsibility to manage the committee changes, he or she is to be replaced, unless permission to remain on the committee is given by the Dean of the College of Graduate Studies.

Non-UI Faculty Members:

Non-UI Faculty are permitted to serve on a student's committee under special circumstances. The member needs to have an equal or higher credential than what the student is pursuing. The College of Graduate Studies requires student committees to be comprised of at least 50% members that are Graduate Faculty. The member will need to be in the system to be added officially. Once approved, a V# application will be sent to them.

Instructors:

May not serve on committees unless special permission is granted by the Dean of the College of Graduate Studies.

Graduate Faculty:

Graduate Faculty members apply to the Graduate School separately from being a regular faculty member, and should have a research doctorate in order to be a member unless given approval by the Dean of the College of Graduate Studies.

Grading of Research Credits:

Non-thesis research (599), thesis (500) or dissertation (600) credits can be graded with either a letter grade or an IP grade. 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 by the MP. The method of grading may be at the discretion of the Major Professor or according to the program's policy.

Research Protocol:

Prior to beginning any research projects, protocol approval may be required by one of the following committees, depending on your research area:

- Human Assurance Committee
- Animal Care and Use Committee Biohazards Committee
- Radiation Safety Commission Idaho Research Foundation
- University Research Office
- Sponsored Programs

Should the research methodology or source of funding change, the appropriate committee must be notified.