**Doctoral Program Committee**

When students first enter the doctoral program, they are assigned an advisor who will assist in the selection of courses for their first year. During the first year, students will confer with the advisor and other faculty members in the department to determine who will serve as their Major Professor. In consultation with his/her Major Professor, the student will identify faculty members (typically three faculty in the department and one from outside the department in the cognate area) whom s/he will ask to serve on his/her doctoral supervisory committee. The determination of the Major Professor is based on the student’s area of interest.

**Major Professor**

The Major Professor serves as the student's advisor and mentor. Students should confer with the Department Chair to determine the faculty member(s) who has agreed to serve as their advisor. The student must identify a Major Professor and receive that person’s agreement to serve as Major Professor. The Major Professor is responsible for the following:

- assisting in the organization of the Doctoral Committee,
- convening and chairing the Doctoral Committee meetings,
- supervising the planning of the student’s program of study,
- supervising the design and evaluation of the qualifying examination,
- supervising the preparation of the proposal and the dissertation, and
- conducting the affairs of the Doctoral Committee consistent with College and University policies.

Once the Major Professor has been identified, the student and Major Professor, in consultation with the doctoral supervisory committee, should plan a program of study which, when completed, will meet the College and University requirements for the doctoral degree. The program of study must be signed by the Major Professor and the doctoral committee, and submitted to the Department Chair for signature. Prior to submitting to the Department Chair, it is recommended that the student retain a copy of the initial signed program of study. After the Department Chair signs the program of study, it is submitted to the Coordinator of Graduate Studies in the College of Education (Student Academic Services, EDU 106) for signature. A copy of this program should be maintained in the student’s department file.

**Role and Composition of the Doctoral Program Committee**

The doctoral program committee is responsible for the following:

- participating in the planning of the program of study
- meeting with the candidate as needed for consultation
- participating in the preparation and evaluation of the qualifying examination

The doctoral program committee is comprised of at least four members who are credentialed to serve on the doctoral supervisory committee. In special cases, a member(s) outside of the College of Education with special expertise in the academic area in which the major work of the degree will be done and whose academic record meets the criteria for credentialing in the College of Education may serve on the doctoral committee. At least three members of the doctoral committee must come from the academic area in which the
major work for the degree will be done. At least one member of the committee must be from the cognate area that the student plans to pursue.

Establishing a Doctoral Program Committee

The student should meet initially with the Major Professor for help in identifying prospective doctoral committee members. The student should then meet individually with prospective committee members to ask them to serve on the doctoral committee. Key things to discuss when meeting with potential doctoral program committee members include:

- your background and current professional goals (bring a copy of your resume/curriculum vitae (CV) with you to each meeting)
- what cognate area you intend to pursue
- why you want him or her on your committee (i.e., what will he or she add to your committee)
- your projected timeline for completing your coursework.

As soon as the student has secured the approval of all faculty members to serve on the committee, he/she should complete the Graduate Student Supervisory Committee Appointment Form—New Appointment, available online from http://www.coedu.usf.edu/main/downloads/documents/Committee_ApptForm_06.doc. The student should then secure the signatures of his/her Major Professor and other committee members on the form. This usually occurs at the first formal committee meeting. After all committee members have signed, the student submits the form to the Department Chair for review and approval. A current vita for the Major Professor and committee member(s) outside the College of Education must accompany the Supervisory Form when submitted to the Department Chair. The Department Chair reviews the supervisory form and if he/she approves, signs the form and submits it along with accompanying vitae of non-COE member(s) (if applicable) to the COE Associate Dean for Academic Affairs (EDU 106). The COE Associate Dean for Academic Affairs approves and signs the form if it is complete and all committee members are appropriately credentialed. The Associate Dean for Academic Affairs sends copies to the Major Professor, the student, the COE Coordinator of Graduate Studies, and the Department Chairperson.

Note: It is in the best interest of the student to form the doctoral committee by the end of the first year in the doctoral program so that the committee can help the student plan the program of study.

Change of Committee Membership

Change of Committee Member(s):
The Major Professor is responsible for negotiating the replacement of a committee member if, in the joint opinion of the Major Professor and the student, the continuation of that member on the committee is counter-productive to the progress and/or completion of the doctoral program.

Change of Major Professor:
In the event that the student should wish to replace the Major Professor, the student must apply to the COE Associate Dean for Academic Affairs. Note: Approval from the COE
Associate Dean for Academic Affairs is only needed if a change in the Major Professor is sought after the doctoral committee has been officially formed.

*Change of Committee Form:*
Whenever there is a change made to the doctoral program committee, a Change to the Advanced Graduate Student Supervisory Committee form must be completed and submitted by the doctoral student to the Office of the COE Associate Dean for Academic Affairs (EDU 105). Committee members leaving the committee or being added to the committee should be listed and the form signed by the major/co-Major Professor(s) and new committee members. The form must also be signed by the Department Chair. It is available on the COEDU Advanced Doctoral Forms website at: http://www.coedu.usf.edu/main/downloads/AdvDoctoralForms.html.

*Completion and Filing of Program of Study Form*

The original and two copies of the completed Ph.D. Program of Study form (available from Jody Duke, the department manager), signed by the Doctoral Committee and the Department Chairperson/Program Coordinator, must be forwarded by the Major Professor to the COE Coordinator of Graduate Studies. The COE Coordinator of Graduate Studies reviews the program for compliance with college and university requirements. When the program is approved by the COE Graduate Studies Coordinator, a copy will be returned to the Major Professor and the student. The original is kept on file in the COE Office of Graduate Studies.

*Change(s) to Program of Study:*
If changes are made in the student’s approved program of study, the student should request for his/her Major Professor to complete a Course Substitution form, which is to be signed by the Major Professor and the Department Chair. The form will then be submitted by the Major Professor to the COEDU Coordinator of Graduate Studies for approval and signature. This must be done as soon as a course change is made and prior to the student's submission of the application to take the Qualifying Examination. The Program of Study form is used to clear students to take the Qualifying Examination and to certify students for graduation. If courses completed are not listed on the Program of Study form, they will not be counted as satisfying degree requirements. The Course Substitution form is available at: http://www.coedu.usf.edu/main/downloads/documents/CourseSubstitution.doc