

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Names & Depts (printed)

Signatures

_____ Student	_____ Dept.	_____ Student
_____ Major Professor	_____ Dept.	_____ Major Professor
_____ Supervisory Committee Member	_____ Dept.	_____ Supervisory Committee Member
_____ Supervisory Committee Member	_____ Dept.	_____ Supervisory Committee Member
_____ Supervisory Committee Member	_____ Dept.	_____ Supervisory Committee Member
_____ Supervisory Committee Member	_____ Dept.	_____ Supervisory Committee Member
_____ Dept Head / Graduate Program Director	_____ Dept.	_____ Dept Head / Graduate Program Director

Dean of the Graduate School (Signature): _____

Dean of the Graduate School Date _____

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall*. Information is available at <http://www.k-state.edu/research/comply/>.

Does your program involve: (check all categories as yes or no)

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Human Subjects. (Institutional Review Board) IRB# _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Radioactive Materials. (Radiation Safety Committee) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Biohazards including recombinant DNA and infectious Agents
(Institutional Biosafety Committee) IBC# _____ |

Planned date for completion of the preliminary examination: _____

A Request for a Preliminary Exam Ballot form should be submitted to the Graduate School one month before the examination begins. See policy at www.ksu.edu/grad/handbook/chap3.htm.

Proposed Title of Dissertation:
(if known at this time)

Additional Committee Members Appointed by the Dean of the Graduate School

Professor _____	Department _____
Professor _____	Department _____
Professor _____	Department _____

For Graduate School Use Only:

Outside Chair Assigned _____ Date: _____

Typed copies of the program signed by the student, major professor, all committee members, and the department head or group chairperson are forwarded to the Dean of the Graduate School, 103 Fairchild Hall. (Department head or graduate program director signs twice if also a committee member.)

INSTRUCTIONS

Upon admission to a doctoral program, a student confers with the head of the academic program and selects (from members of the Graduate Faculty) an advisor, or “major professor,” who is certified to direct dissertations and who is willing to assume this responsibility. At the recommendation of the head of the academic program, the Dean of the Graduate School will appoint a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the Graduate Faculty. One member of the supervisory committee must be a graduate faculty member from outside the major professor’s department. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. In addition to the members recommended, the Dean of the Graduate School may appoint other members from the Graduate Faculty to the supervisory committee. (See *Graduate Handbook*, Section 3.B.).

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of nine credit hours. If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study exactly as they appear on the transcript(s). **Dissertation research should be listed on one line with the total sum of hours.** Credits to be transferred, other than a master’s degree, that were earned more than seven years prior to the semester that this program is approved should not be included. **If transferring the maximum 30 hours from a master’s degree, please list where/when degree was completed on one line with the total sum of hours.** If less than 30, please list individual courses and credit hours. Indicate where/when transfer course work was or will be completed.

All members of a student’s supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary examination, and ensuring the student’s doctoral program is of high quality. In consultation with the student, the supervisory committee is responsible for advising on the courses to be taken, approving plans for developing the student’s capacity for productive scholarship, ensuring that University regulations and program requirements are met, and making adjustments to the program of study. Note: the department head or group chairperson must sign the program of study. The department head or group chairperson signs twice if also a committee member.

The following members of the graduate faculty at Kansas State University are recommended to the Graduate Dean as the Supervisory Committee. The signatures on the first page signify that the student and the recommended Supervisory Committee members have agreed to the Program of Study.

SUBMISSION

Pages 1 and 2 are submitted to the *Dean of the Graduate School, 103 Fairchild Hall*

**The
Graduate
School**

**Kansas State
University**