

# REPORT OF THESIS COMMITTEE COMPOSITION (RTCC)

## Student Information

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Initial                                      Banner ID # (or last 4 digits)

\_\_\_\_\_  
Expected Graduation Semester    Tel #                                      Email Address                                      Academic Program

\_\_\_\_\_  
Thesis Title

## Thesis Committee Guidelines

### POLICY NOTE:

The **Master's Thesis Major Professor** must be a **full** member of the graduate faculty. The deadline to solidify an advisor is when the student has attempted **18 credit hours**.

A **Master's Thesis committee** must be composed of:

- *At least three (3)* members of the graduate faculty (including the Major Professor)
- *Two (2)* members who are **full** or **associate** members of the graduate faculty
- Committee can include no more than **one** member from another institution
- Committee must be approved by graduate coordinator or department chair
- Advisor/department chair submits RTCC Form to the Graduate College for final approval by the **end of the second semester**
- Research clearance from the Office of Research Compliance & Ethics is required **prior** to conducting any research.

## Proposed Thesis Committee

Committee Member Name	Department	Sign and Date Below to Consent to Serve on Committee (ALL MUST SIGN)	
1. <i>Major Professor / Committee Chair</i>		<i>Signature</i>	<i>Date</i>
2.			
3.			
4.			
5.			

\_\_\_\_\_  
Department Chair or Graduate Coordinator  
(Print Name)

\_\_\_\_\_  
Department Chair or Graduate  
Coordinator Signature                                      Date

## GRADUATE COLLEGE USE ONLY BELOW THIS LINE

*Approval of Committee Members by the Graduate College:*

\_\_\_\_\_  
Signature                                      Date