

# Doctoral Dissertation Reading Committee



Stanford University

*Please address questions concerning this form and submit the completed form to your home department.*

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## **Instructions:**

This form is to be submitted by the student to the department graduate studies administrator to initiate the appointment of a doctoral dissertation reading committee.

## **Deadlines:**

This form must be submitted before approval of Terminal Graduate Registration (TGR) status or before scheduling a University oral examination that is a defense of the dissertation. The reading committee may be appointed earlier, according to the department timetable for doctoral programs.

All subsequent changes to the reading committee must be approved by the chair of the major department via the Change of Dissertation Adviser or Reading Committee form. The reading committee must conform to University regulations at the time of degree conferral.

## **Policy:**

See GAP 4.8, for further details on the Doctoral Dissertation Reading Committee (<http://gap.stanford.edu/4-8.html>).

The doctoral dissertation reading committee consists of the principal dissertation adviser and, typically, two other readers. The doctoral dissertation reading committee must have three members and may not have more than five members. All members of the reading committee approve the dissertation. At least one member must be from the student's major department. Normally, all committee members are members of the Stanford University Academic Council or are emeritus Academic Council members.

The reading committee, as proposed by the student and agreed to by the prospective members, is endorsed by the chair of the major department on this Doctoral Dissertation Reading Committee form. The student's department chair may, in some cases, approve the appointment of a reader who is not a current or emeritus member of the Academic Council (via the Petition for Non-Academic Council Doctoral Committee Members form), if that person is particularly well qualified to consult on the dissertation topic and holds a Ph.D. (equivalent foreign equivalent degree). All examiners must hold a Ph.D. degree (or foreign equivalent). Former Stanford Academic Council members and non-Academic Council members may thus on occasion serve on a reading committee.

Any member of the Academic Council may serve as the principal dissertation adviser. If former Academic Council members, emeritus Academic Council members, or non-Academic Council members are to serve as the principal dissertation adviser, the appointment of a co-adviser who is currently on the Academic Council is required. This is to ensure representation for the student in the department by someone playing a major adviser role in completion of the dissertation. However, a co-adviser is not required during the first two years following retirement for emeritus Academic Council members who are recalled to active service. If the reading committee has four or five members, at least three members (comprising the majority) must be current or emeritus members of the Academic Council.

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## Student Information:

Last or Family Name	First	Middle
Stanford Student Number (8 digits, first digit is 0)	Department Name	Email Address
Title of Dissertation		
Expected Date for Oral Examination	Expected Date for Submission of Dissertation	

## Dissertation Reading Committee Information:

Each member of the dissertation reading committee will certify that the work is of acceptable scope and quality by signing the final copies of the dissertation, which is then submitted to the Graduate Degree Progress Office.

Principal Dissertation Adviser:

Printed name	Department	Academic Council Member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title				
Signature	Email address (required)	Date		

Co-Adviser (if required):

Printed name	Department	Academic Council Member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title				
Signature	Email address (required)	Date		

Reader:

Printed name	Department	Academic Council Member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title				
Signature	Email address (required)	Date		

Reader:

Printed name	Department	Academic Council Member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title				
Signature	Email address (required)	Date		

Reader (Optional):

Printed name	Department	Academic Council Member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title				
Signature	Email address (required)	Date		

## To Be Completed by Department

Signature of Department Chair	Date
Name of Departmental Administrator	Date of Access input