

Submit this signature form online at <https://www.applyweb.com/emorypst/index.ftl>.

Last name:

First name:

EmplID:

Graduate program:

Preliminary dissertation title:

**Instructions are on the next page. Read them before you complete the fields and collect signatures.**

If this form seeks to change the committee, list the names of current members who are staying and leaving.

Staying:

Leaving:

### Committee Members

By signing, committee members affirm that they agree to serve on this committee, and that the candidate's dissertation proposal or prospectus has been approved as required by program policies.

Name: _____ Signature: _____	<input type="checkbox"/> Chair/Advisor <input type="checkbox"/> Co-Chair/Co-Advisor <input type="checkbox"/> LGS Faculty <input type="checkbox"/> Change Title and institution (if not LGS faculty)
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### Director of Graduate Studies / Program Director

This proposed committee meets all applicable program policies.

Name:

DGS/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For students in the GDBBS: the division director will review in the online system.**

### Instructions for completing the Committee Members fields

The LGS policies for dissertation committee membership are found in our [Handbook, Academic Affairs, Section 2.3](#). LGS requires that every dissertation committee must have three Laney Graduate School faculty as members. The policy in the Handbook contains more details.

The list of committee members should include your advisor, who should be noted as “chair” and co-advisor, if applicable, who should be noted as “co-chair” of the committee. If you are equally co-advised, then both advisors should be noted as “co-chairs”.

Your program may have additional policies about who can serve on a dissertation committee.

The purpose of this form is to collect the signatures of all your committee members and the DGS or Director of your program. You’ll scan the signed form and submit it online.

**Proposed committee members who are not LGS faculty, and not faculty in another school at Emory, need permission from the LGS Dean in order to serve on your committee.** There is a template for requesting this permission on [our Dissertation Committee webpage](#). You will be able to upload the permission request with your online form. If you already have the permission, you can upload the letter that grants the permission.

#### If this is your **initial** dissertation committee form:

1. Enter the names of all the committee members in the left column, and check the appropriate boxes in the right column. **Do not check “Change”** – that box should be used only if you are changing your committee.
2. If one or more of your proposed members is not an LGS faculty member, then enter a brief version of his or her title and institution. You might enter “Prof, Philosophy, U of New Mexico” or “Researcher, Infectious Diseases, CDC.” You will be asked to enter more complete information in the online form, so on the signature form you just need something short.
3. Note that you will need to enter this information for some proposed members who are at Emory, but are not LGS faculty.
4. Collect the signatures of all members, and of your Director of Graduate Studies / Program Director.

#### If this is a form that seeks to **change** your committee:

1. List the members who are staying and those who are leaving at the top of the form in the designated area.
2. Collect the signatures for the proposed new member(s) **and** for your advisor/chair and co-advisors/co-chairs.
3. In the right-hand column, **check the “Change” box for the proposed new members.**
4. Items 3 and 4 above apply to proposed new members.
5. Your Director of Graduate Studies / Program Director needs to sign the form.
6. If you are only removing members, then you only need the signatures from your advisor/chair, co-advisors/co-chairs and your Director of Graduate Students/Program Director.