

**SCHOOL OF HUMAN DEVELOPMENT & ORGANIZATIONAL STUDIES IN EDUCATION  
DIRECTIONS FOR SUBMISSION OF SUPERVISORY COMMITTEE FORM**

**Responsibilities of the Supervisory Committee**

It is the duty of the Supervisory Committee to direct and advise the graduate student, examine and approve the thesis or dissertation, administer such examination as are required by the regulations of the Graduate School and the College in which the candidate is earning the degree, and report the results of these examinations to the Dean of the Graduate School, via the final examination form.

The form on the reverse side is a sample of the form that is submitted to the Graduate School to appoint your supervisory committee. Please fill in the blanks with as much information as you can and sign the form. Your committee chairperson, committee members, and the graduate coordinator or department chair **MUST** sign the agreement.

**Important: If the Major or Degree areas have changed since you were first admitted to Graduate School, we must process a change of major form.**

Remember: Master degree committee (M.ED) = **One** person is required to chair.

Master of Arts committee (MAE) = **One** person is required to chair.  
One additional faculty member must also agree to serve on the MAE committee.

Doctoral degree committee = **Must have four committee members**, two from the HDOSE REM Faculty, external from outside HDOSE, and the fourth can be from inside or outside the Program area.

**\*\*Minors:** With the approval of the supervisory committee, the student may choose a minor field of study. Minor work may be completed in any department other than the major department. The grade for courses included in a minor must be a B or higher (no S/U grades allowed). At least 6 credits in the minor field are required for the masters degree and 12 credits in the minor field are required for the doctorate degree. Courses must be 5000 level or above. Minor courses may not be transferred from another university or from the master's degree.

If you have any questions about this form that your committee chairperson or other committee members cannot answer, contact Penny Fultz, Graduate Records & Admissions, 1610 Norman Hall.

**THE GRADUATE SCHOOL -- UNIVERSITY OF FLORIDA  
RECOMMENDATION AND APPOINTMENT OF SUPERVISORY COMMITTEE**

DATE \_\_\_\_\_

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
UFID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone (Home)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone (Business)

\_\_\_\_\_  
**Gator Link Email**

\_\_\_\_\_  
Telephone (Cell)

**Circle Degree:**

**Major:**

**MAE** (Master of Arts in Education)

**REM** - Research and Evaluation Methodology

**MEd** (Master of Education)

**PhD** (Doctor of Philosophy)

**\*\*Minor** \_\_\_\_\_

Show valid college and major code--**must** have representative from minor dept. on committee

The following committee is: NEW \_\_\_\_\_ CHANGED \_\_\_\_\_ SAME \_\_\_\_\_

If this is a changed committee please provide a reason for the change. \_\_\_\_\_

**All Members must be appointed to the Graduate Faculty and must sign this form**

Print Name Signature UFID # Dept

Chair \_\_\_\_\_

Cochair \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

External \_\_\_\_\_

Member (Required for Ph.D. candidates)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair Signature

\_\_\_\_\_  
Date