Form 1

Thesis/Dissertation/Doctoral Project Committee Chair/Co-Chair Agreement Form

I, _____, agree to serve as Chair/Co-Chair of the Thesis/Dissertation/Doctoral Project Committee of

_____
(Student's Name)

Date: _____ Student ID: _____ Department: _____

Student PV email _____

Student personal email_____

I understand that the committee will hold a meeting at least once a semester for the purpose of directing the student's work, including but not limited to, approving thesis/dissertation/doctoral project proposal, and conducting the final defense of the student's thesis/dissertation/doctoral project. As chair, I agree to:

a. Review student's degree plan and submit with Chair Agreement form.

b. Meet with the student for individualized supervision for one hour each week or the equivalent time spent on reviewing the student's work, during the semesters in which I am chair or co-chair.

c. Guide the student in the selection of committee members, if needed.

d. Direct the committee in guiding the student in proposal development and finalizing the thesis/dissertation/doctoral project.

e. Schedule the proposal and final defense meetings for the student, including submission of necessary forms to the Office of Graduate Studies.

f. File the student's academic record, all required documents, signature forms, annual progress reports until the student completes degree requirements, withdraws, or is terminated.

I agree to adhere to the policies and procedures of Prairie View A&M University, which are detailed in the Faculty Handbook. I will also adhere to the established protocols of the graduate degree programs and the Office of Graduate Studies.

_____ Date _____
Student

_____ Date _____

Thesis/Dissertation/Doctoral Project Chair

_____ Date _____

Thesis/Dissertation/Doctoral Project Co-Chair (if applicable)

_____ Date _____

Graduate Program Coordinator

_____ Date _____

Department Head

_____ Date _____

Dean of Graduate Studies