



## Master's Committee Policies and Procedures and Committee Appointment Signature Form

### I. Justification:

A graduate student's committee is responsible for approving a student's program and promoting communication among the graduate student, the committee chair, and the members of the committee, and, more generally, for helping to ensure the successful completion of a student's program. The committee should be appointed as soon as possible in a master's program. The following Graduate Student Committee Policies and Procedures are designed to achieve these goals, minimize misunderstandings, and help foster a collegial relationship among the graduate student, the committee chair, and the members of the committee throughout the graduate student's program. Each master degree student, chair and committee member should receive a copy of these policies and procedures.

### II. Policies and Procedures for Masters Students in Art Education and their Committees:

1. The **master's committee** should meet with the student **at least once per year** to (1) provide guidance, (2) finalize and approve the research proposal of the student so that there is a clear understanding of the research goals and objectives, (3) assess the quality and progress of the research, and (4) discuss programmatic issues (e.g., course requirements).
2. Both the **chair** and the **student** are responsible for providing a copy of the final draft of the thesis, final paper or project to the committee **at least 2 weeks** prior to the scheduled date of the final review of the thesis or project.
3. Both the **chair** and the **student** are responsible for ensuring the completion of a draft of the thesis or project and **for adequate consultation** with members of the committee well in advance of the final review. Major revisions of the thesis or project should be completed before this review. The thesis or project should be in its "final" draft, with correct and polished content and style, appropriate notes, bibliography, tables, etc., at the time it is distributed to the committee members. **If committee members find that the draft submitted to them is not in this form, the chair is notified and postponement of the review is considered.**
4. **If a committee member finds that the "final" draft is not correct and polished with respect to content and style, it is his/her responsibility to notify the committee chair at least one week in advance of the final oral examination date.** The **committee member** should indicate his/her concerns regarding the draft and recommend consideration of postponement of the review to the committee chair. The **committee chair**, in consultation with committee members, is responsible for notifying the student and assessing whether the student can make the necessary revisions to the "final" draft before the examination date. If it is determined that revisions cannot be made in time, the examination should be postponed. If differences exist among committee members, the department head or program chair should be consulted to hear the expressed concerns and determine whether the review should be postponed.
5. **If the thesis or project is deemed unsatisfactory at the time of the review by at least two-thirds of the committee, the student will fail the review.** If a candidate fails, it is the responsibility of the committee to determine whether another review may be taken by the student.



## Art Education

By placing my signature on this document, I am agreeing to serve as a chair/committee member of:

M.S./M.P.S. candidate in Art Education.

As the student/chair/committee member, I have carefully read and agree to the policies and procedures (see page one).

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

It is not necessary to return this form to the Office of Graduate Enrollment Services for Master's students, but this form must be filed in the Art Education Office.

Date \_\_\_\_\_