

New committee	<input type="checkbox"/>
Change in committee	<input type="checkbox"/>

Supervisory Committee Submission Form 1

Date _____

Department of Environmental Horticulture

_____ { } MS { } Ph.D { } Non-thesis MS
 Name UFID# check one

By signing this form, I agree to serve on the above students committee:

Chair _____
 Faculty Signature UFID# Department (core faculty only)

Cochair _____
 Faculty Signature UFID# Department (core Faculty only)

Member _____
 Faculty Signature UFID# Department GF or Special

Member _____
 Faculty Signature UFID# Department GF or Special

Member _____
 Faculty Signature UFID# Department GF or Special

Member _____
 Faculty Signature UFID# Department GF or Special

Member _____
 Faculty Signature UFID# Department GF or Special

Required for Ph.D.

External Member _____
 (*Ext. may not be a special*) Faculty Signature UFID# Department

Are you earning a minor? YES / NO {If yes you must have a representative from the department in which you are earning the minor} Circle one

By signing I agree to represent above student for a minor.

_____ Name UFID# (Minor) Department

The following changes can't be processed until the student obtains all faculty signatures and UFID#'s. Return this form to Dee Boyle (1519 Fifield Hall).

(ENH office use only)

Sent back to student for more information _____	C.V. for adding special needed _____	Letter of justification needed _____
Supervisory committee has been entered and is complete _____		
Note: _____		

SPECIAL APPOINTMENTS:

The chair of a student's supervisory committee with permission of the department and college may ask for a professor with special qualifications not holding graduate faculty status to serve on a student's committee. To do this, your committee chair must submit a letter of justification and you must obtain a current curriculum vitae (CV) from the special being added. If the special member already has a CV on file with the graduate school, then only a letter of justification will be required from the committee chair. You can check with the department to see if the special you wish to add is already on file with the graduate school. Your Committee chair can email a short justification to and it can be cut and pasted to the form that will be mailed to the graduate school for approval. The email should be a short paragraph in order for it to fit in the space on the form. If the committee chair needs for it to be any longer than 4-5 lines he should use a separate page and the student will bring it to the student services office to be attached to the proper form.

****Note:** If you are putting a special on your committee please have all documentation together with this form before you turn it into student services, this will only keep from having to return it to you. You should call Charles Guy at 392-1831x222 to check the faculty listing at the graduate school and see if the person you are adding may already have a C.V. on file. If this is the case the committee chair need only to provide the letter of justification.

Each graduate student has a Graduate Advisor who is the Chair of the Supervisory Committee. The Supervisory Committee is recommended by the Graduate Advisor in consultation with the student, and is approved by the Department Graduate Coordinator and the Graduate School. As a student's program evolves, it is imperative that all members of his/her Committee be kept abreast of and have input into any changes from the original plan. Because of the short duration of an **MS program**, it is important that a Committee be formed in the first semester of a student's program.

Master's program consists of a minimum of (2 or 3) two or three graduate faculty members. At least one must be from the Environmental Horticulture faculty. Students with a minor (optional) in another department must have a graduate faculty member from that department on the committee.

Ph.D. The Committee must be formed as soon as possible because much of the course work for a Ph.D. is taken early in the program. If possible, the Committee should be formed in the first semester, but the Committee must be formed by the end of the second semester. The Committee's responsibility is to aid the student in planning and facilitating the graduate program goals. This process involves: 1) evaluating past education, 2) determining academic deficiencies, 3) selecting coursework designed to alleviate such deficiencies, 4) conducting the appropriate examinations, and 5) developing and conducting the dissertation, thesis or technical paper research. The

student should work closely with all members of the Committee through all aspects of the program.

Ph.D.

1. The committee will consist of a minimum of (4) four graduate faculty members.
2. At least (2) two must be Environmental Horticulture faculty members.
3. At least (1) one member from another department must serve as the role of External Member on the committee (the external member cannot be a special). They must be graduate faculty with U.F. out side the department.
4. Faculty members holding joint, affiliate, courtesy, special, adjunct or complementary appointments with Horticultural Sciences may **not** serve as an external member of a Ph.D. Committee or as committee chair.
5. Students with one or more minors (optional) in another department must have a graduate faculty member from each respective department on the committee.

Minor: If a minor is chosen, at least six credits of coursework for a Masters degree and at least 12 credits of coursework for a Ph.D must be completed in that field with a minimum GPA of 3.00. Course requirements for the minor program must be approved by the student's Committee by the end of the second semester of the graduate program, and entered into the proposed schedule of courses. The list of course requirements for the minor must also be sent in the form of a memo by the student's Advisor to the Graduate School for approval, unless the minor is comprised of departmental coursework only. Also, one member of the student's Committee must be from the minor department.

(If a student's committee is not formed within the required semester their records could be flagged).

Flagging of Graduate Student Registration

Some degree requirements must be met within specified time limits (e.g., formation of a Supervisory Committee and development of the Proposed Schedule of Courses within the first semester). If a student knows that these requirements will not be completed on time, he or she should ask his or her Graduate Advisor to write a letter of petition to the Department Graduate Coordinator detailing the extenuating circumstances and asking for a one semester extension. Each semester, student records are automatically audited, and if these requirements have not been met, the student's record will be automatically flagged. If action is not taken by the student and/or Graduate Advisor to correct the problem, the student will not be permitted to register in the following semester.

Attention:

*******Dropping a committee member:*******

Dropping a committee member will require a letter or email showing that you have notified the member that they are being removed. It is up to the student and their committee chair to make sure that the member being removed is aware of the situation. A member will not be removed with out providing something in writing.