



ANGELO STATE UNIVERSITY
College of Graduate Studies and Research

Thesis Committee Chair Responsibilities

1. Help student choose committee members for their Graduate Thesis Advisory Committee.
 - a. Choose three members. At least two members are from the department in which the student is majoring; one member may be from the department in which the student is taking supporting electives, if applicable.
2. Direct student to the [Application for Appointment of Graduate Thesis Advisory Committee](#).
 - a. The application is a webform. Student will initiate by completing the top portion and will need to enter names and emails for the committee chair, two members, and department chair. The form is automatically routed to the College of Graduate Studies and Research.
 - b. Submit form to the College of Graduate Studies and Research no later than 3 weeks prior to proposal deadline.
3. Obtain IRB, IBC, or IACUC approval prior to student writing proposal. The IRB consent form, or IBC/IACUC protocol forms and an approval letter must be included in the proposal. See sections G, H, or I in the Thesis Manual for further details.
4. Approve proposal. Student will then submit for final approval to the College of Graduate Studies and Research.
5. Set Thesis Defense date 4 weeks prior to graduation. See [Academic Calendar](#) for deadlines.
6. Notify Thesis Coordinator of defense date.
 - a. [Thesis Defense result letter](#) is a web form. Thesis Chair will initiate after defense is complete.
7. Prior to student submitting their thesis to the College of Graduate Studies and Research, review content and format.