



ANGELO STATE UNIVERSITY

College of Graduate Studies and Research

Dissertation or Capstone Committee Chair Responsibilities

1. Help student choose committee members for their Graduate Dissertation/Capstone Project Advisory Committee.
 - a. Choose three members (some programs may require four). 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.
 - b. All members of the Advisory Committee must be members of the Graduate Faculty **and** hold a doctoral degree.
2. Direct student to the appropriate Application for Appointment of Advisory Committee.
 - a. The application is a webform.
 - [Doctoral Capstone Advisory Committee](#) - Student will initiate by completing the top portion and will need to enter names and emails for the committee chair, three members, and Program Director. The form is automatically routed to the College of Graduate Studies and Research.
 - [Dissertation Advisory Committee](#) – Student will initiate by completing the top portion and will need to enter names and emails for the committee chair, two members, Department Chair for their program, Program Director. 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 one (1) semester 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 Dissertation/Capstone Project Manual for further details.
4. Approve proposal and submit approval form to the College of Graduate Studies and Research. Email: GA-thesis@angelo.edu.
5. Set the Dissertation/Capstone Project Defense date 4 weeks prior to graduation. See [Academic Calendar](#) for deadlines.
6. Notify Dissertation/Capstone Project Coordinator of defense date.
 - a. Defense result letter is a web form in Ramport. The Committee Chair will initiate after defense is complete.
7. Prior to student submitting their Dissertation/Capstone Project to the College of Graduate Studies and Research, review content and format.

ASU Station #11025 | San Angelo, Texas | 76909-1025

Phone: 325-942-2169 | graduate.studies@angelo.edu

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