

# Graduate Committee Composition

All graduate students forming graduate committees at the Reed College of Media will abide by the following guidelines:

- All committees will be made up of four members: A committee chair, two additional members (who will serve as readers), and a fourth (at-large) member who also will serve as a reader.
- All committee chairs must be either tenured or tenure-track faculty members of the college.
- The remaining two members of the committee should be affiliated with the college.
- The fourth (at-large) committee member cannot be a member of the college faculty; however, when considering a thesis, this committee member must be affiliated with a graduate program at another accredited university (or another department at West Virginia University). The at-large member of a professional project committee can be from the professional realm.
- Graduate students may begin work on their theses or professional projects proposals with only a committee chair. However, the committee must be completed before the initial work begins on the thesis/professional project. The at-large member may be named once substantial work has been completed on the thesis or a professional project proposal.
- A thesis or professional project proposal (or the finished thesis/project) cannot be defended unless a complete four-member committee has been named and all members have read and discussed the thesis or professional project.
- Generally, it is not encouraged for a College of Media professor to serve as the committee chair for his/her Graduate Assistant. The professor may serve as a committee member, however.
- Once a complete committee is formed, the student must submit a Graduate Committee Form to the Director of Graduate Studies.
- Committee members/chairs can be replaced only with approval of the Dean, Associate Dean, or the Director of Graduate Studies.