

PhD in Computing and Information Sciences

Student Dissertation Committee Policy

It is each student's responsibility to form a dissertation committee in consultation with their advisor(s) after they have passed the research assessment. The request, to be submitted by the student, must be approved by the Ph.D. Program Director within six months after passing the research assessment.

Committee Composition – The committee will be composed of a minimum of four faculty members¹ including the student's advisor(s) and faculty members with expertise related to the student's general research areas. A majority of the committee members must be members of the Ph.D. faculty in Computing and Information Sciences.

Committee Formation - The committee is formed with the consent of the student's advisor(s). Committee members must have a Ph.D. or other terminal degree and background relevant to the topic area. The names of committee members along with a brief summary explaining the contribution to the area of research from each committee member is submitted to the Ph.D. director. The committee membership is reviewed and approved by the director. Any changes to the committee membership must conform to these guidelines including submission and review of qualifications.

Changes in a Student's Dissertation Committee - The request to change dissertation committee members will be granted on approval of the student's advisor(s) and the Ph.D. program director. The request to change a student's advisor(s) must be approved by the Ph.D. program director.

Student Responsibilities – It is each student's responsibility to schedule regular meetings with their advisor(s) and dissertation committee members to ensure satisfactory academic and research progress. The student is required to submit an annual progress report providing a brief self-evaluation summary by the end of April to their committee and to the Ph.D. program director.

Advisor(s) and Committee Responsibilities – The advisor(s) and dissertation committee members are expected to:

1. provide their student with advice at every stage through the student's Ph.D. study, including the selection of course work, the planning and conduct of research, and thesis writing.

¹ The chair for the student's Ph.D. dissertation defense, required by RIT (see <https://www.rit.edu/academicaffairs/policiesmanual/d120>), is not counted as a dissertation committee member for the purpose of this policy.

2. review their student's course and research progress. Upon receiving the student's annual self-evaluation, the advisor(s) should solicit feedback from the committee members and complete the *GCCIS Ph.D. Yearly Progress Report Form* assessing the student's course and research progress. The annual report should be submitted to the Ph.D. program director by the end of the spring semester.