



**Thesis Committee Agreement Form**

Every thesis student in the MLA program in the Department of Landscape Architecture must complete this form and return it to the Graduate Coordinator at the same time when they submit their thesis proposal for approval of the Graduate Studies Committee. The forming of a thesis committee must follow the department policy of thesis committee selection as attached to this form. Thesis committee chair and members must sign the form to verify their agreement to serve in the committee in specified roles. This form must be completed before enrolling in LA6941 Project and Thesis Study in the Fall semester. This agreement remains in effect until either any part of it is canceled, changed, or the student completes the degree. The Graduate Coordinator must be informed of any changes to the agreement and a new agreement form will be prepared when it is needed to overwrite the old agreement.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Thesis Committee Chair (Please Print): \_\_\_\_\_

Signature of Thesis Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Name of Thesis Committee Member 1 (Please Print): \_\_\_\_\_

Signature of Thesis Committee Member 1: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Thesis Committee Member 2(Please Print): \_\_\_\_\_

Signature of Thesis Committee Member 2: \_\_\_\_\_ Date: \_\_\_\_\_

3801 West Temple Avenue, Pomona, CA, 91768 Telephone (909) 869-2673 Fax (909) 869-4460

## **Thesis Committee Selection Policy:**

1. According to department policy, the thesis committee shall be composed of three individuals with expertise directly related to the thesis research. The Thesis Committee Chair must be a full-time permanent faculty member with an appointment in the student's department. It is recommended that the 2nd member of the committee hold a full-time permanent (tenured or tenure-track) faculty appointment in the University. It is strongly recommended (but not required) that the third member of the thesis committee will be from outside the department. The third member may be from other departments of the university or from other universities, institutions, agencies or private firms.

2. The Thesis Committee Chair must hold a terminal degree in landscape architecture or the equivalent in an appropriate discipline and be current in the field as determined by the department. The second and third member of the committee must hold, at a minimum, a Master's degree or equivalent in an appropriate discipline and be current in the field as determined by the department. The chair should have specific expertise (theoretical, methodological, or topical) in the academic areas of the proposed thesis.

3. A FERP or Emeritus faculty member cannot serve as the Thesis Committee Chair but may serve as the 3<sup>rd</sup> member of a thesis committee. It is the responsibility of both the student and the FERP or Emeritus faculty member to ensure that the work can be completed during that faculty member's employment period.

4. An adjunct faculty and individual from outside of the department may not serve as the Thesis Committee Chair but may serve as the second or third member of a thesis committee. Such adjunct faculty or individual must hold, at a minimum, a Master's degree or equivalent in an appropriate discipline and be current in the field as determined by the department. It is the responsibility of both the student and the adjunct faculty member to ensure that the work can be completed during that faculty member's employment period. Individuals from outside the university do not need to sign a volunteer contract with the University.

5. All members of the Thesis Committee shall sign an Agreement to Serve as a Member of a Thesis Committee. Faculty members' signatures on this agreement signify their full participation through the completion of the process. The thesis process may span a period of more than one year. If a faculty member resigns from the committee for any reason, students will need to reconstitute their committee. A committee shall be reconstituted upon the resignation of a member of the committee or upon the advice of the graduate coordinator (or department chair if the graduate coordinator is a member of the committee). Requests to deviate from these guidelines shall be approved by the College Dean.