



DOCTORAL PROGRAMS

REQUEST FOR APPOINTMENT OF THE DISSERTATION COMMITTEE
(Please complete the form and return to the Wharton Doctoral Office at least two weeks in advance of proposal date)

Name: \_\_\_\_\_ Penn ID#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dept: \_\_\_\_\_ Specialization: \_\_\_\_\_

Dissertation Title: (Attach copy of proposal abstract)

\_\_\_\_\_

Recommended Committee Members\* (See rules on second page)

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Specialization: \_\_\_\_\_ Intramural Address: \_\_\_\_\_

Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

(leave blank if no chair)

Specialization: \_\_\_\_\_ Intramural Address: \_\_\_\_\_

Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Specialization: \_\_\_\_\_ Intramural Address: \_\_\_\_\_

Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Specialization: \_\_\_\_\_ Intramural Address: \_\_\_\_\_

Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Specialization: \_\_\_\_\_ Intramural Address: \_\_\_\_\_

Dept. Ph.D. Coordinator's Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Deny

Signature of PhD Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Vice Dean Decision: \_\_\_\_\_ Request approved \_\_\_\_\_ Request denied

Signature of Vice Dean \_\_\_\_\_ Date \_\_\_\_\_

\*USE REQUEST FOR EXTERNAL COMMITTEE MEMBER FORM FOR FACULTY NOT AT PENN

## Committee Member Rules and Roles

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Upon advancement to candidacy, each student has a Dissertation Committee consisting of at least three faculty members (including at least two members of the Wharton graduate group), which may include the Supervisor/Advisor. At least half of the members of the Dissertation Committee must be members of the graduate group at the time of appointment to the committee. Faculty who are not members of the graduate group may serve only with the written approval of the graduate group. The authority to approve membership on committees may be delegated to the graduate chair.

The Chair of the Dissertation Committee must be a member of the Standing Faculty in the graduate group. If the Chair of a Dissertation Committee leaves the Standing Faculty before the dissertation is completed, then a new chair from the Standing Faculty in the Graduate Group must be appointed as chair. The Dissertation Committee chair is responsible for convening committee meetings, advising the student on graduate group and university expectations, and assuring the graduate group chair that the group's requirements have been met. The Dissertation Supervisor may serve as Chair of the Dissertation Committee, but is not required to do so.

The Dissertation Supervisor is the person primarily responsible for overseeing the student's dissertation research. A student may have both a Dissertation Supervisor and a Dissertation Co-Supervisor, or two Dissertation Co-Supervisors, if that responsibility is shared equally.

Dissertation Supervisors, and Dissertation Co-Supervisors, must be members of the Standing Faculty at Penn, with special approved exceptions. A member of the Associated Faculty (such as Research Faculty or Adjunct Faculty) may be permitted to serve as a Dissertation Supervisor with prior approval of the Vice Provost for Education on a case by case basis. The Graduate Group Chair may petition the Vice Provost for Education, in advance, for an exception. In such cases, a member of the Standing Faculty in the graduate group must be appointed as the Dissertation Committee Chair.

The Dissertation Committee meets at least once annually with the student to review the student's progress. The student prepares an annual Dissertation Progress Report and the committee gives timely feedback (within one month) and confirms whether progress is satisfactory. A copy of the signed progress report submitted to the Supervisor/Advisor and PhD Coordinator. Dissertations based on joint work with other researchers are allowed, if, in such cases, a unique and separate dissertation is presented by each degree candidate. The candidate must include a concise account of his or her contribution to the whole work. Authorship of a dissertation by more than one-degree candidate is not allowed.

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