



Instructions for External Committee Selection Form

This form should **ONLY** be completed by students who have an external committee member on their advisory committee. External committee members are defined as individuals who are not employed by Clemson University. Students who do not have an external committee member serving on their committee should follow the standard process outlined on the [Graduate School website](#).

USE OF THIS FORM – A student must select an advisory committee in consultation with the department chair, graduate program coordinator, or advisor (if already selected). Students should refer to their graduate program handbooks for proper program procedures for selecting this committee in accordance with their specific program. If a Committee Selection form has been previously submitted, do not resubmit unless there is a need to change a committee member. For additional details about selecting an advisory committee, please review the [Graduate School Policies & Procedures Handbook](#).

TIMELINE – Degree-seeking master's and specialist's students must submit this form by the middle of the second semester. Doctoral students must submit this form no later than the beginning of the fourth semester. The final version of this form must be on file by the date specified by Enrolled Services on the [Graduation Deadlines website](#).

COMMITTEE COMPOSITION – A minimum of three graduate faculty members must be selected by a student seeking a master's degree or specialist's degree with a final exam or culminating assessment. A minimum of four graduate faculty members must be selected by a student seeking a doctoral degree. Academic programs at the master's or education specialist's level that are non-thesis and do not have a final exam or culminating assessment may establish an alternative structure for the purpose of curriculum guidance. Students should refer to their graduate program handbooks for proper program procedures for selecting this committee.

GENERAL INSTRUCTIONS – Complete the form in its entirety and collect all required signatures. Email the completed form to Graduate Enrolled Student Services: GS_FORM_TEMP_PROCESS@LISTS.CLEMSON.EDU. Students will receive a confirmation email from Graduate Enrolled Student Services after the Committee Selection form has been approved and processed. Once the Committee Selection form has been approved, students should complete the electronic Plan of Study form through the standard process outlined on the [Graduate School website](#).



External Committee Selection Form

CUID:

Last Name:

First Name:

Date:

Degree Program:

Degree Level: Select:

Committee Type: Select:

Role	Faculty Name
Chair	
Select:	
Committee Member	
Committee Member	
External Committee Member	

STUDENT SIGNATURE

Signature:

Date:

This section should be completed by the committee only.

COMMITTEE SIGNATURES

By signing below, you agree to serve on this student's committee in the identified capacity.

Role	Faculty Name	Department	CUID	Signature	Date
Chair					
Select:					
Member					
Member					
External Member					

GRADUATE PROGRAM COORDINATOR SIGNATURE

By signing below as the graduate program coordinator, I approve of the student's committee composition.

Name:

Signature:

Date:

GRADUATE ENROLLED STUDENT SERVICES USE ONLY:

Approved by (signature):

Date: