



ANGELO STATE UNIVERSITY
College of Graduate Studies and Research

Thesis Committee Chair Responsibilities

1. Help student complete the application for Appointment of Graduate Thesis Advisory Committee.
 - a. Choose three members. At least two members are from the department in which the student is majoring; one member may be from the department in which the student is taking supporting electives, if applicable.
 - b. Send to Department Chair for signature.
 - c. Send to the College of Graduate Studies and Research and a Graduate Representative will be appointed by the Dean of the College of Graduate Studies and Research.
 - d. Submit form to the College of Graduate Studies and Research no later than 3 weeks prior to proposal deadline.
2. Obtain IRB, IBC, or IACUC approval prior to student writing proposal. The IRB consent form, or IBC/IACUC protocol forms and an approval letter must be included in the proposal. See sections G, H, or I in the Thesis Manual for further details.
3. Approve proposal. Student will then submit for final approval to the College of Graduate Studies and Research.
4. Set Thesis Defense date 4 weeks prior to graduation. See Academic Calendar for deadlines.
5. Notify Thesis Coordinator of defense date so a Thesis Defense Letter can be prepared and emailed via Adobe Sign.
6. Prior to student submitting their thesis to the College of Graduate Studies and Research, review content and format. You and student will sign the Thesis Final Format form.