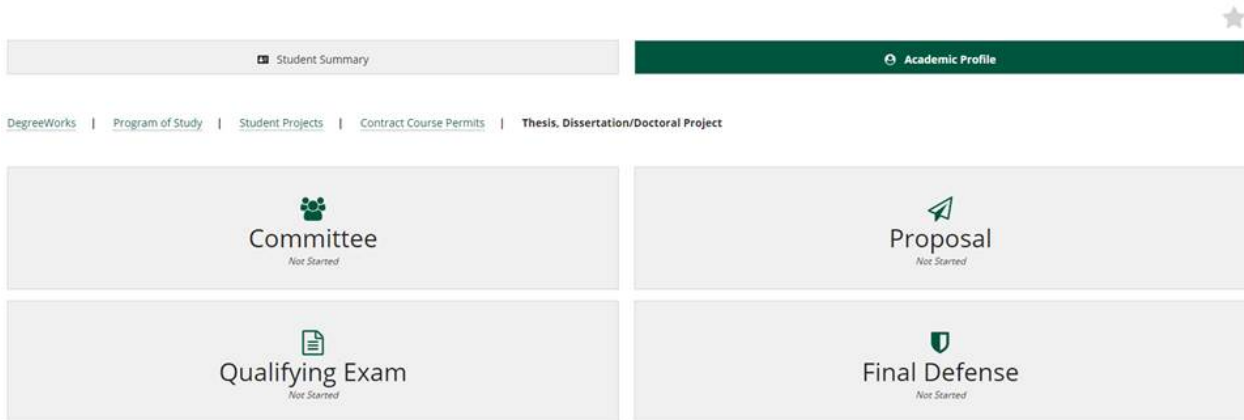# Committee Appointment Form

Log-in to Archivum. Go to Student Portal. Then Student Record (left column), then Academic Profile. On the Academic Profile page select Thesis, Dissertation/Doctoral Project

Tiles will appear based on student's degree. Committee form has to be completed in order to access the other forms.

Identify Committee Members

- Select Add Committee Member
- Identify if Major Professor, Co-Major Professor or Member
- Select Location (Internal to COPH or Internal to USF or External to USF)
- Add Members
- Once all committee members are entered click Submit

Committee Appointment Form

Fields (if internal to USF). If internal to COPH only have to search their name and add

Fields if external to USF (only for Member)

Justification (statements for external committee members should include the following)
- The exact skills that the person brings to the project
- Why they are uniquely qualified
- How those skills relate to your doctoral project or dissertation

Approval Process
- Major Professor, Co-major (if applicable), then to Members in order they were entered. External committee members will be last and will be through DocuSign.
- Doctoral Training Office will review, then Associate Dean for final approval.