



HCDE DOCTORAL COMMITTEE UPDATE FORM

Name: _____

Committee Members:

Role (min. 4 members total: 1 Chair, 1 GSR, 2 members)	Reading cmte (min 3)	Name	Email	Primary appt in HCDE? (min 2)	Graduate Faculty	
					Doctoral Endorsement (min 3)	Grad faculty (majority)
Chair/Faculty Adv.	<input type="checkbox"/>			<input type="checkbox"/> (req'd)	<input type="checkbox"/> (req'd)	<input type="checkbox"/>
Co-Chair/Advisor (optional)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GSR*					<input type="checkbox"/> (req'd)	<input type="checkbox"/>
Member	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any current committee members who should be removed as part of this update:

Role	Name	Email

Check list:

- Do at least two committee members—which can include your chair(s)—have their primary appointment in HCDE?
Adjunct faculty from other departments who do the majority of their doctoral advising in HCDE may be approved toward this requirement. Please discuss with the PhD program chair if you are considering this.
- Does your committee have at least four members, including chair(s) and GSR? A student may have more than 4 committee members. Once HCDE appointment and doctoral endorsements are fulfilled, students may add additional members, including members from outside the UW community.
- Are the majority of your committee members UW graduate faculty? See [Grad Faculty Locator](#).

- *Does your GSR...
 - have a “doctoral endorsement”? See [UW Graduate School Memo 12](#).
 - meet [eligibility requirements](#)?
The GSR must not have their primary, joint, or affiliate appointment in HCDE or any co-chair’s department (e.g., if you have a co-chair in CSE, faculty with CSE primary, joint, or affiliate appointments in CSE may not be your GSR) and they must not have a conflict of interest. The grad school defines “Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair” as possible conflicts of interest.

Once the form is complete, email to the Academic Services Director at khorenst@uw.edu to be entered into MyGrad.