

YOUNGSTOWN STATE UNIVERSITY



Office of
Research Services
& Graduate Studies

INTENT TO PRODUCE A DISSERTATION

This form needs to be completed after the proposal defense to identify students planning to write a dissertation and to document the assigned committee members. By signing, the committee members acknowledge and accept the responsibilities associated with serving on the committee.

To serve on a dissertation committee, members must hold Category 1 Graduate Faculty status. To verify a member's Graduate Faculty status, please refer to the following link: <https://grad-faculty.ysu.edu/#/>. Graduate faculty from other institutions or experts in the student's field of study may be invited to serve on the dissertation committee and do not need to be approved as YSU Graduate Faculty. The advisor is responsible for ensuring that these external members have the appropriate qualifications and expertise to contribute meaningfully to the student's scholarly work. The external members serving on a committee must have a terminal degree. If two external members are serving on the same committee, then at least one of these external members must have post-terminal degree publications. To request an external committee member, please submit a copy of their curriculum vitae and a statement from the dissertation advisor confirming that the external committee member is serving as a subject matter expert, along with this form.

To facilitate payment of external dissertation committee members, the 'Intent to Produce a Dissertation' form must be submitted along with the completed SICA and OPERS forms for each external dissertation committee member. When filling out the SICA and OPERS forms, please ensure the start date is the date the forms are submitted, and the end date is the date the dissertation is expected to be completed. The dates on the SICA and OPERS forms must match. All required documents - 'Intent to Produce a Dissertation' form and SICA and OPERS forms for all external dissertation committee members – must be submitted in a single packet to gradstudies@ysu.edu. Incomplete or separately submitted documents will not be accepted for payment processing.

Student Information:

Name	Banner ID
Degree	Program
Dissertation Title	

Anticipated Graduation Date

Committee Information:

Advisor/Dissertation committee chair

Name	E-mail
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Signature

Committee member

Name	E-mail
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Category 1 Graduate Faculty status? Yes No
(If no, submit committee member CV and statement from dissertation advisor with this form.)

Signature

Committee member

Name	E-mail
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Category 1 Graduate Faculty status? Yes No
(If no, submit committee member CV and statement from dissertation advisor with this form.)

Signature

Approval/Signature Department Chair