Department of Educational Studies
Letter of Agreement: Delineation of Co-Chair Responsibilities

Student Name: __________________ Graduate Program: ___________________ Department / School: ________________

1. The doctoral committee for ______________ (student’s name) will be co-chaired by the following (List name, program, and department / institutional affiliation of each co-chair):

   1. Name: _______________ Program: ____________ Dept/Institution: _____________
   2. Name: _______________ Program: ____________ Dept/Institution: _____________

2. The co-chair who assumes primary responsibility for supervising this student’s progress in the program (e.g., completion of required course work, adherence to timelines for progress through prelims) is:

   • Name of Co-Chair (Please Print): ________________________________
   • Signature of Co-Chair: ___________________________ Date: ____________

3. The co-chair(s) who hold primary responsibility for supervising this student’s progress on the dissertation research are (if both Co-Chairs share equal responsibility, both should be listed and sign below):

   • Name of Co-Chair(s) (Please Print):
     1. _____________________  2. _____________________
   • Signature of Co-Chair(s):
     1. _____________________  2. _____________________
   • Date:
     1. _____________________  2. _____________________

4. The signature of both co-chairs is required on all committee documents (e.g., dissertation proposal, changes to the plan of study, thesis examination documents).

5. The student _____________________ (print name) understands and accepts the delineation of co-chair responsibilities:

   • Student’s Signature ________________________________ Date: ____________

6. A copy of the signed agreement above should be retained by the student and each co-chair. One signed copy of this agreement should be in the student’s file at the College of Education Graduate Office.