

Graduate Education

QUICK START GUIDE TO

Using committee workflow

The committee assignment workflow is a student-initiated process used to assign a committee for the first time or update existing committee information.

Four new workflows are available online at <http://www.grad.umn.edu/students/forms/index.html> for graduate and professional students with the following committee types. Select the appropriate committee type to launch the form.

Doctoral Final Examination
Doctoral Preliminary Oral Examination
Master's Final Examination
Specialist Certificate Final Examination

Sample form

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Doctoral final examination committee

Instructions

Use this form to assign committee members or make changes to your doctoral final examination committee. The preliminary oral examination committee should be submitted prior to the submission of this form. Work with faculty to obtain committee membership agreement before submitting this form.

Following your graduate program guidelines, use the checklist provided below to ensure committee assignments meet University requirements. Your graduate program may have additional committee assignment requirements. Consult your graduate program handbook to get a complete list of your graduate program committee assignment rules.

Submit this form a minimum of one month prior to the date of your examination.

For questions about who is eligible to serve on a committee, contact your graduate program staff.

** You cannot save this form as a draft. If you close this window, any information you entered will be lost. **

Student

Date: Monday, July 23, 2012 11:30 AM

Student ID: 1234567

Name: Goldy Gopher

Email: goldy@umn.edu

Select the degree for this committee assignment:

Academic Program/Plan(s):

☒ College of Sci & Engineering, Control Sci/Dynamical Sys Ph D - UMNTC (Active in Program)

Minor: Aerospace Engr and Mech

Committee

The following conditions must apply to the doctoral final examination committee assignment. Use the checklist to ensure committee assignments meet the minimum University requirements.

Checklist for doctoral final committee

☐ Minimum of 4 committee members total (3 from your major field, including your adviser, and 1 from your minor/outside of the major field)

From the committee members, identify:

☐ Minimum of 3 reviewers (2 from your major field, including your adviser, and 1 from minor/outside of the major field)

☐ Chair of committee (not your adviser)

☐ All advisers are serving on this committee

☐ All committee members have agreed to serve on this committee

Select the appropriate degree for this committee assignment. This will populate the rest of the form.

This checklist identifies the minimum University requirements for the committee assignment.

Each box must be checked to indicate the student has met the required conditions for their committee type.

Additional information to consider:

Most graduate programs also require that committee members have Graduate Education Responsibilities (GER) in the field they represent (major field or minor/outside of the major field). [Check here to verify faculty have GER in the major field and/or minor/outside of the major field.](#)

External experts (outside the U of M) may serve on the committee in any role, except for adviser or chair. Use the comments section to record your dissertation title or communicate any additional information about your committee to the Director of Graduate Studies (DGS) and other approvers. Contact your graduate program staff if you have questions about who is eligible to serve on this committee.

Current adviser assignment(s) If the adviser assignment displayed is not correct, please contact your graduate program staff to update prior to submitting this form.

Mark Bolan (trex@umn.edu)

Your primary adviser must represent your major field and be a reviewer.

All advisers must serve on this committee and be a reviewer, but cannot serve as the chair.

The following members are currently assigned to your doctoral final examination committee. To make changes to committee members or roles, use the fields provided below to record the new committee assignment. List all committee members and roles for the committee assignment, not just the members or roles that are being updated.

Current committee assignment

Name	Email	Role
Mark Bolan	trex@umn.edu	Reviewer/Adviser
David Bowie	bowie@umn.edu	Reviewer
Freddie Mercury	queen@umn.edu	Chair/Reviewer
Bryan Ferry	roxymusic@umn.edu	Member

Use the fields below to assign members to the doctoral final examination committee following the conditions outlined in the above checklist.

Proposed doctoral final examination committee

Warning: The primary adviser you identified does not have graduate education responsibilities in your major field!

Required

	U of M Email or employee id	Name	Roles
Major field	<input type="text" value="trex@umn.edu"/>	Mark Bolan	<input checked="" type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Primary adviser
	<input type="text"/>		<input type="checkbox"/> Reviewer <input type="checkbox"/> Chair
	<input type="text"/>		<input type="checkbox"/> Reviewer
Minor field/ outside major field	<input type="text"/>		<input checked="" type="checkbox"/> Reviewer <input type="checkbox"/> Chair

Optional

	Email or employee id	Name	Roles
Additional members	<input type="text"/>		<input type="checkbox"/> Reviewer
	<input type="text"/>		<input type="checkbox"/> Reviewer
	<input type="text"/>		<input type="checkbox"/> Reviewer

Student Comments

Use this space to justify the assignment of a committee member without GER, comment on any external members, communicate your exam date (if known), or notify your College Coordinator (CC) if you need a co-adviser to be part of the approval.

Some programs require the submission of a dissertation title. Use this space to record the title of your dissertation, if necessary.

Routing

This form will be routed to your primary adviser for initial review and approval. It will then be routed to your DGS and CC for final review and approval.

Adviser	Director of Graduate Studies	College Coordinator
Mark Bolan trex@umn.edu	Mickey Finn finn@umn.edu	Bill Legend legend@umn.edu

For questions about routing assignments, contact your graduate program staff.

Notifications

An email will be sent to you upon submission of this form; please save it for your records.

If this committee does not meet your graduate program requirements, this request will be denied and you may need to submit a new form to reflect any revisions.

An email will be sent to your University email account once the committee has received final approval. All committee members will also receive an email notification upon final approval of this request.

Submit

Students should work with graduate program staff to obtain an Employee ID or Internet ID for any approved external members serving on a committee.

This section is used to record the proposed committee and assign roles to the committee members.

The "Required" section provides spaces for the minimum number of committee members needed to serve on the committee. The space provided under "Optional" is used to record any additional members.

The proposed committee assignment will be routed to the individuals in this section, in the order they are listed. Each person will review the form and either approve or deny the committee assignment request.

Academic Support Resources

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Questions about graduate committee workflows? Email gssp@umn.edu