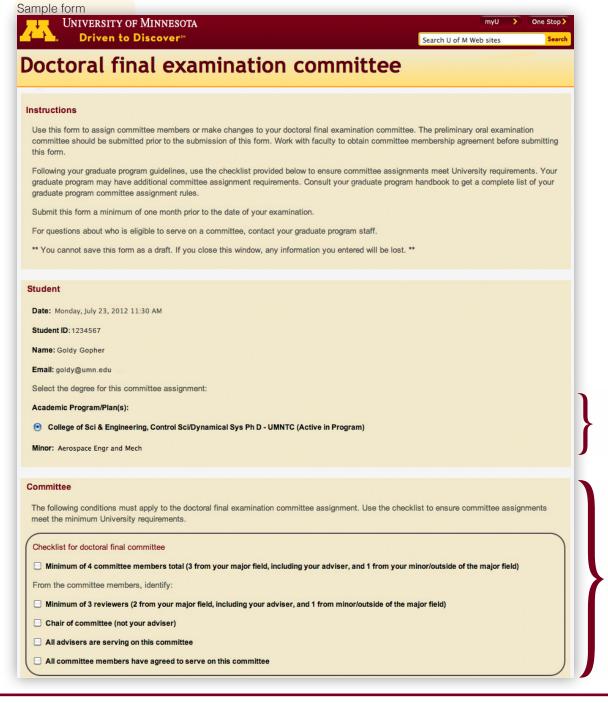
## Graduate Education

## 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 <a href="http://www.grad.umn.edu/students/forms/index.html">http://www.grad.umn.edu/students/forms/index.html</a> 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



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 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 Reviewer/Adviser Mark Bolan trex@umn.edu David Bowie bowie@umn.edu Reviewer Freddie Mercury queen@umn.edu Chair/Reviewer roxymusic@umn.edu Member Bryan Ferry 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 Name Roles or employee id Major field Reviewer Primary adviser trex@umn.edu Mark Bolan Reviewer Chair Reviewer Minor field/ ✓ Reviewer 
☐ Chair outside major field Optional Name Roles or employee id Additional Reviewer members Reviewer 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 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. **College Coordinator** Adviser **Director of Graduate Studies** Bill Legend Mickey Finn Mark Bolan legend@umn.edu trex@umn.edu finn@umn.edu For questions about routing assignments, contact your graduate program staff.

**Notifications** 

Submit

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

email notification upon final approval of this request.

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

An email will be sent to your University email account once the committee has recieved final approval. All committee members will also receive an

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

University of Minnesota

Driven to Discover<sup>50</sup>