

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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Master's final examination committee

Instructions

Use this form to assign committee members or make changes to your master's final examination committee. You should have a Graduate Degree Plan on file 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: Wednesday, September 05, 2012 8:31 AM

Student ID: 1234567

Name: Goldy Gopher

Email: goldy@umn.edu

Select the degree for this committee assignment:

Academic Program/Plan(s):

College of Liberal Arts, Statistics M S - UMNTC (Active in Program)

Minor: Related Fields

Committee

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

Checklist for master's final examination committee

- Minimum of 3 committee members total (2 from your major field, including your adviser, and 1 from your minor/outside of the major field)

From the committee members, identify:

- Chair of committee
- All committee members will serve as reviewers
- 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 communicate any additional information 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 serve on your committee and represent your major field.
All advisers must serve on this committee.

The following members are currently assigned to your master's 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	Chair/Adviser
David Bowie	bowie@umn.edu	Member
Freddie Mercury	queen@umn.edu	Member

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

Proposed master's final examination committee

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

Warning: All of your advisers should serve on your committee.

Required

	U of M Email or employee id	Name	Roles (all members will serve as reviewers)
Major field	<input type="text" value="trex@umn.edu"/>	Mark Bolan	<input type="checkbox"/> Chair <input checked="" type="checkbox"/> Primary adviser
	<input type="text"/>		<input type="checkbox"/> Chair
Minor field/ outside major field	<input type="text"/>		<input type="checkbox"/> Chair

Optional

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

Student Comments

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

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	Mickey Finn	Bill Legend
trex@umn.edu	finn@umn.edu	leged@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.

Look for the orange warnings that indicate potential issues with the committee assignment.

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 Master's exam committee?
Email grad-wfg@umn.edu