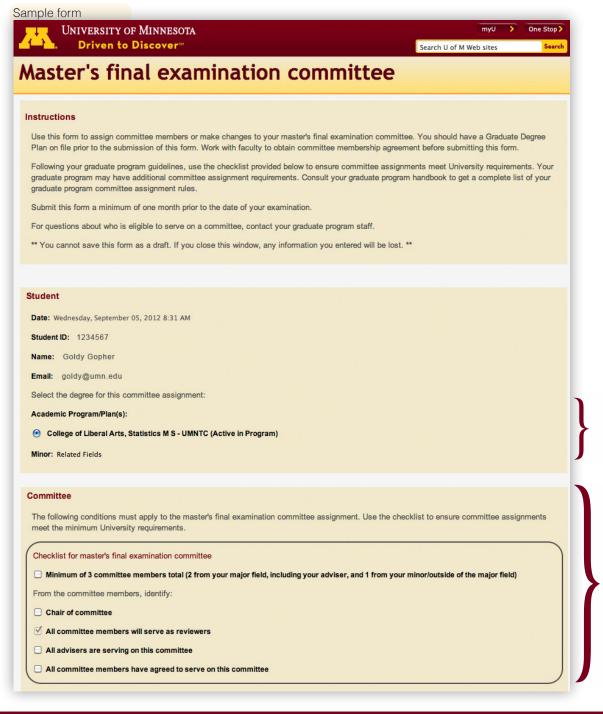
Graduate Education

Master's Final Exam Committee

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



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 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.
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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 Name Roles (all members will serve as reviewers)
or employee id Major field trex@umn.edu Mark Bolan □ Chair ♥ Primary adviser
Chair
Minor field/ outside major field
Optional
Email Name or employee id
Additional
members
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
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 recieved 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

University of Minnesota

Driven to Discover⁵⁵