

# Request to Form or Change Supervisory Committee

- Be sure to enter the names and email addresses of each committee member you are adding/ changing and ensure their email addresses are typed correctly. In correct email addresses will keep the document from being routed properly.
- If you are not changing advisers, you do not need to include your adviser information under "Current Adviser".
- If you are removing someone from your committee, be sure to include those names and email addresses in the "Delete Committee Member" fields. If someone you are removing from the committee is no longer at NDSU, use [ndsu.grad.school@ndsu.edu](mailto:ndsu.grad.school@ndsu.edu) as the email address.
- Click on the "Start Signing" Button
- You will now see the form. Complete the red boxes and sign the form. As you have already indicated who will be signing the form, you do not need to fill the fields with names on the form itself. However, you will not see the names on the form until each person signs the document.
- If a committee member is not a full or associate graduate faculty member, use the paper clip icon in the lower right area of the form to upload the memo from your department chair and the committee member's CV.
- Once you fill in the red boxes, click on the "FINISH" button to send the form forward to start signature collection.
- You will receive an email confirmation when the form has been received by the Graduate School. A copy of the form will be sent to you once approved by the Graduate School Dean.