

Request to Change Supervisory Committee form instructions

- When completing the PowerForm Signer Information sheet, include only the members you are adding or deleting plus the Advisor and Program Coordinator fields at the bottom.
 - If you are changing advisors, list your new advisor in the Advisor fields at the bottom of the sheet.
 - If a member of your committee (or advisor) is no longer at NDSU, do not list their name or email address on the information sheet.
- On the form, click the box(es) next to the appropriate line(s). Input the name and department of the member(s) you are adding or removing.
 - If any member has left a NDSU, list their name in the appropriate section and indicate "Left NDSU" in the department field. They are not required to sign the form.

- Change(s) must follow the supervisory committee policies in the Graduate Catalog.
- Type the name and department for each member you are changing, even if the person has left NDSU.
- Include the typed name and department for each member. This form will not be process without the typed name and department for each committee member.
- If any committee member is not a full or affiliate member of the graduate faculty, attach
 1. a memo from the program/department chair indicating the chair and department's support for this person to be on the committee and list the expertise this person brings to the committee
 2. a copy of the person's curriculum vitae (CV).

Student			ID
	First Name	Last Name	
Program			Degree
<u>Advisor Change</u>	<u>Department</u>		<u>Signature</u>
Current Advisor			_____
New Advisor			_____
<u>Add</u>			_____

<u>Remove</u>			_____

New GSR (If changing your Graduate School Representative, enter the current GSR under "Remove")

I hereby agree to serve as the Graduate School Representative on this committee. In accordance with Graduate College policies governing doctoral supervisory committees, I will ensure that Graduate College policies are followed, that the expectations for the student's performance are reasonable, and that the interactions between the student and the supervisory committee are conducted in a professional and equitable manner.

Student

Advisor

Graduate Program Coordinator

Graduate School Review