

**Request to Form or Change Supervisory Committee**

Student:  ID#:   
 Department/Program:  Degree:

**Adviser Change**

Current Adviser*	Department	Signature
Iman Adviser	Biological Sciences	
New Adviser		
Jane Doe	Chemistry	

**Supervisory Committee**

If a committee member is not a full or affiliate graduate faculty member, attach a memo of support with rationale, from the graduate program coordinator, accompanied a curriculum vitae.

Add:	Name	Department	Signature
	John Doe	Animal Science	
Delete*			
	William Bee	Animal Science	

**Graduate School Representative (GSR)**

The Graduate School Representative must be a full graduate faculty member.

Current GSR*	Name	Department	Signature
	Al Wilson	English	

**New GSR**

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.

Name	Department	Signature
Andrea James	Cereal Science	

\* If faculty member has left NDSU, a signature is not necessary.

Student signature/date \_\_\_\_\_ Adviser signature/date \_\_\_\_\_

Graduate Program Coordinator signature/date \_\_\_\_\_

**Academic Support Specialist Review**

**Graduate School Dean Approval**

When you click on the form name, you will be taken to a page that asks you to add the names and email address of your adviser and Supervisory Committee members.

If you are changing your committee membership, include only the people you are adding and/or removing from your committee. If you are removing someone who has left NDSU, use [ndsu.grad.school@ndsu.edu](mailto:ndsu.grad.school@ndsu.edu) as their email address. When we receive the form, we will update the information to reflect that the person has left NDSU.

If you are in a program that does not require the submission of a Plan of Study to the Graduate School, you will need to include the committee members for each role.

After you complete this information and click "Begin Signing", you will be taken to the actual form.

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.

The form is currently structured that the fields for each signer are completed when they sign the form. We are working on changing that format.

If you have questions about the form, contact the Graduate School at 701-231-7033 or at the email address listed above.