

Graduate Student Academic Services
(GSAS)

would like to present

An Introduction to the Master's
Committee Appointment form

The forms discussed in this video are available
in GradPath.

If you are unfamiliar with GradPath please see the video
Introduction to GradPath or read the GradPath FAQs for
students on the Graduate College website.

www.grad.arizona.edu



The Master's Committee Appointment form.

This form is not available till your Master's Plan of Study has been approved by all reviewers.

| ▼ MS - Finance (Active in Program) | | |
|--|------------------------------|-------------------|
| Responsible Conduct of Research Statement (FINMS) | View Current | i |
| Plan of Study (FINMS) | View Current | i |
| Master's/Specialist Committee Appointment Form (FINMS) | View Current | i |
| Master's/Specialist Completion Confirmation (FINMS) | View Current | i |

If this is the first time you submit the Master's Committee Appointment form you can click the "Create New" button.

Master's/Specialist Committee Appointment Form (ARECMS)

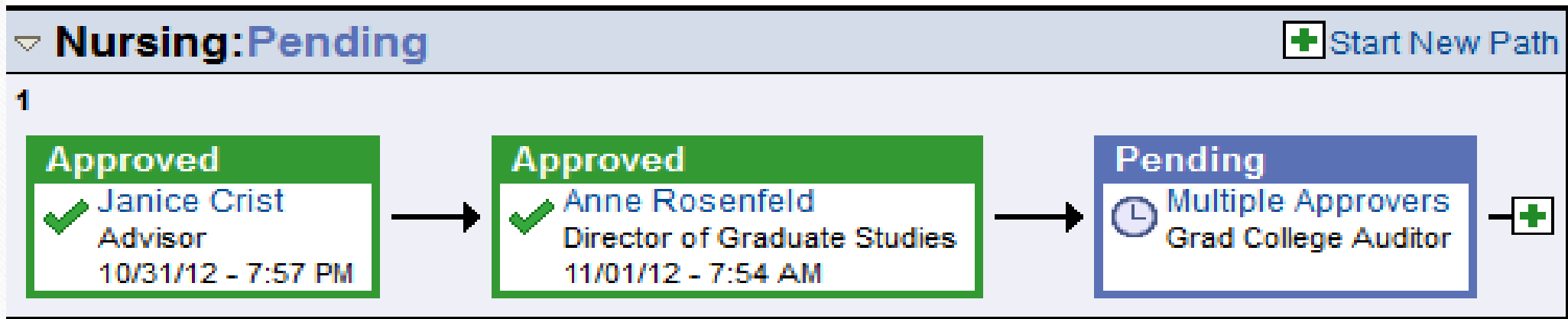
View Current

CREATE NEW

Modify

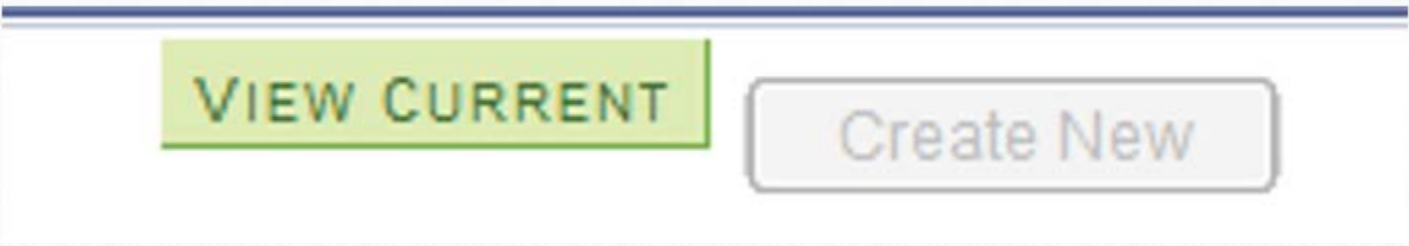


After you submit the form you can see who has yet to make a decision and when the form was routed to them.



When someone approves your form, it will route automatically to the next reviewer.

If your Master's Committee Appointment form is still pending approval you can only use the "View Current" button.



VIEW CURRENT

Create New

If your Master's Committee Appointment form has already been approved by all reviewers you can use the “View Current” or “Modify” buttons.

A screenshot of three buttons arranged horizontally. The left button is green with the text 'VIEW CURRENT' in white. The middle button is light gray with rounded corners and the text 'Create New' in gray. The right button is green with the text 'MODIFY' in white.

VIEW CURRENT

Create New

MODIFY

The form will ask whether or not you have a committee.

- You must submit this form even if you do not have a committee; in that case just list your advisor.

Do you have a Master's Committee?

Yes

No



Search Advisor

Diane Ramnauth

Use the Search button to find your committee members.

| Committee Members | | | | | |
|-------------------|---------------------------------------|-----------------|--------------------------|----------------|---|
| | | Name | Email Address | Committee Role | |
| 1 | <input type="button" value="Search"/> | Arthur F Gmitro | gmitro@email.arizona.edu | Member ▼ | <input type="button" value="+"/> <input type="button" value="-"/> |

Enter the committee member's first and last name.

D Search

Empl ID

User ID

First Name

Last Name

Email

[If the person you wish to](#)

Once you have entered that information click the “Search” button.

Once you find the appropriate person tick the box next to their name and click the “Use Selected” button.

| | User ID | Full Name |
|-----------------------|-----------|------------------|
| <input type="radio"/> | 1 JKOSHEL | Richard J Koshel |

Use Selected

Cancel

Use the plus “+” button to add another member to your committee.

| Committee Members | | | | | | |
|-------------------|-------------------------------------|--------------------|-----------------------------|----------------|----------------------------------|----------------------------------|
| | | Name | Email Address | Committee Role | | |
| 1 | <input type="text" value="Search"/> | Arthur F Gmitro | gmitro@email.arizona.edu | Member | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 2 | <input type="text" value="Search"/> | Lars R Furenlid | furen@radiology.arizona.edu | Member | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 3 | <input type="text" value="Search"/> | Matthew A Kupinski | kupinski@email.arizona.edu | Chair | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 4 | <input type="text" value="Search"/> | Leilei Peng | lpeng@optics.arizona.edu | Member | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 5 | <input type="text" value="Search"/> | | | | <input type="button" value="+"/> | <input type="button" value="-"/> |

You will need to indicate each person's role: member, special member, chair or co-chair.

Do you have a Master's Committee?

Yes No

Please indicate members below:

| Masters Committee Members | | | | | | |
|---------------------------|-------------------------------------|--------------------|-----------------------------|----------------|----------------------------------|----------------------------------|
| | | Name | Email Address | Committee Role | | |
| 1 | <input type="text" value="Search"/> | Arthur F Gmitro | gmitro@email.arizona.edu | Member | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 2 | <input type="text" value="Search"/> | Lars R Furenlid | furen@radiology.arizona.edu | Member | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 3 | <input type="text" value="Search"/> | Matthew A Kupinski | kupinski@email.arizona.edu | Chair | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 4 | <input type="text" value="Search"/> | Leilei Peng | lpeng@optics.arizona.edu | Member | <input type="button" value="+"/> | <input type="button" value="-"/> |

How big should my committee be?

- If you are doing a thesis the Committee must include at least 3 members. At least 2 of these members must be tenured, tenure track, or tenure equivalent.
- The third and any additional members can be special members if they have been approved by the Graduate College.

How will I know if my Master's Committee is approved ?

- Once your form receives final approval you will receive an e-mail from GradPathForms@grad.arizona.edu
- Now the final GradPath form, the Master's Completion form, will be available for your graduate coordinator to submit. They should submit that only after you have completed all the department requirements.

What if my Master's Committee is denied ?

If your Master's Committee Appointment form is denied you will receive an email from GradPathForms@grad.arizona.edu

You can “View Current” to see why your Committee was denied. You can then “Modify” and re-submit your Committee.

VIEW CURRENT

Create New

MODIFY

Can I change my Master's Committee?

- YES
 - If your Committee Appointment form is still pending a decision you can contact the next reviewer on the routing and ask them to deny that form so that you can modify it and re-submit.
 - If your Committee Appointment form has already been approved by the Graduate College you can modify and re-submit it.

It takes time to approve forms.

- You cannot submit the Master's Committee Appointment form until the Plan of Study has been approved by all reviewers and the Graduate College.
- Submit your Master's Committee Appointment form in plenty of time before your degree award date.

Thank you.

- If you have any questions you can contact your graduate coordinator or your degree counselor in the Graduate College.
- The contact information for your degree counselor is available on the graduate College website www.grad.arizona.edu

Contact Us/Departmental Program Contacts by Program