

# Graduate Student Committee Form

## School of Forest Resources

### Request to **ESTABLISH** a Supervisory Committee

Type of Committee: (circle one) MFR MEH MS PhD PhD Reading

PLEASE NOTE: By signing this form you are agreeing to chair or become a member on this student's committee.

Committee Chair (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member (please print): \_\_\_\_\_

College/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

PhD Graduate School Rep (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

### IMPORTANT RULES—MFR, MEH, MS Committees

1. The Committee Chair must have a SFR appointment and a UW Graduate Faculty appointment.
2. The majority of members must have a UW Graduate Faculty appointment.
3. All master's committees require a minimum of 3 members.

### IMPORTANT RULES—PhD Committees

1. The PhD Committee must conform to all the rules set out in Graduate School Memorandum #13, found at: <http://www.grad.washington.edu/Acad/gsmemos/gsmemo13.htm>.
2. The majority of members must have a UW Graduate Faculty appointment.
3. PhD Committees require a minimum of 5 members including the Graduate School Representative, and the PhD Reading Committee requires 3 members.
4. The Committee Chair must have a SFR appointment. PhD Supervisory Committee Chairs must have an "Endorsement to Chair" filed with the Graduate School; affiliate faculty may serve if their service conforms to Graduate School Memo #13.
5. Only one non-UW "outside member" can be officially appointed. Students must have the "outside member" submit a CV to Student and Academic Services to be placed in the student file. Affiliate/Adjunct faculty are not "outside members."
6. PhD Graduate School Representatives are chosen by the student and must not have a "conflict of interest" with the chair (see <http://www.grad.washington.edu/stsv/doccommroles.htm> for details).
7. PhD Supervisory Committees must be officially appointed (including the GSR) at least 3 months prior to the scheduling of the General Examination.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Graduate Student Committee Form

## School of Forest Resources

### Request to **CHANGE** a Supervisory Committee

Type of Committee: (circle one) MFR MEH MS PhD PhD Reading

Please see **IMPORTANT RULES** on the Request to Establish a Supervisory Committee form to make sure you are complying with Graduate School policies before making any changes. This form will not be processed without signatures.

To **add** a member to your already established Supervisory Committee, complete below:

PLEASE NOTE: By signing this form, you are agreeing to chair or become a member on this student's committee.

Committee Chair (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

To **remove** a member or chair, complete below:

Removal of chairs or members of Supervisory Committees requires a signature from the graduate interest group leader. If there is a conflict of interest with the interest group leader then the SFR Graduate Program Coordinator or Chair may sign for the interest group leader. The graduate interest group leader should notify any faculty member who been removed from a committee.

Committee Chair (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Committee Member (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Committee Member (please print): \_\_\_\_\_

School/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Interest Group Leader (please print): \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_