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SAMPLE FORM BELOW



GRADUATE SCHOOL COLORADO STATE UNIVERSITY

1005 Campus Delivery, Fort Collins, Colorado 80523-1005 | Telephone: (970) 491-6817 | Fax: (970) 491-2194
Email: gradschool@colostate.edu | Website: <http://graduateschool.colostate.edu>

Petition for Committee Member Changes - GS Form 9A

Students: Please pick your program code in the dropdown below. Please be patient as the page loads and contact the [Graduate School](#) if you are experiencing technical or data issues.

- Review the form information.
- Once you submit the form, your form will be sent to your department and the Graduate School for review and approvals.
- Use this form for committee changes only if you have an approved GS6 Program of Study. Before submitting please review the graduate committee requirements.

Date	CSU ID	Program Code
<input type="text" value="May 26, 2021"/>	<input type="text" value="888999000"/>	<input type="text" value="CIVE-PHD"/>
First Name	Last Name	Email
<input type="text" value="Cam"/>	<input type="text" value="Ram"/>	<input type="text" value="cam@colostate.edu"/>
Department		
<input type="text" value="Civil and Environmental Engr"/>		

Committee Details

The committee listed below are the members **currently** listed on your GS6 Program of Study.

Advisor

First Last -- Advisor

Co-Advisors

First Last -- Co-Advisor

Committee Members

First Last -- Committee Member

Outside Members

First Last -- Outside Member

Minimum Requirements

- Your graduate advisory committee **must meet** certain requirements, please review requirements on the [Graduate School website](#) and in the General Catalog.
- Indicate your committee change requests below and review that your changes will meet requirements. **Please complete applicable sections only.**
- **Members can serve in only one role.** For example, Dr. Cam cannot serve as both your advisor and as a committee member.
- Please check with your department or with the [Graduate School](#) if you have questions.

Changes to Committee Member(s)

If applicable, check the box next to the option:

Remove Committee Members?

Add Committee Members?

Remove Committee Member(s)

Complete this section for the following types of requests:

- Change committee or outside member to different role (ex. co-advisor) by **removing** them below then **adding** them in the appropriate section
- Swap committee or outside member(s) by **removing** them below then **adding** them in the appropriate section
- Remove one or more committee member(s) or outside member
- Signatures are required for removing members from your committee

Remove Member?	Committee Member Details	Committee Member Decision	Committee Member Signatures
<input type="checkbox"/>	Last, First (Committee Member) First Last email@colostate.edu	-- Please Select --	Initials _____ Date _____
Remove <input type="checkbox"/>	Last, First (Committee Member) First Last email@colostate.edu	Approve Changes	Initials <i>CL</i> Date 05/26/2021, 9:11 PM
<input type="checkbox"/>		-- Please Select --	Initials _____ Date _____
Remove <input type="checkbox"/>	Outside Member Details Last, First (Outside Member) First Last email@colostate.edu	Approve Changes	Initials <i>CL</i> Date 05/26/2021, 9:12 PM

If you have more than four committee members that are not listed in this section, please enter faculty name(s) that you would like to remove from your committee in the box below.

Add Committee Member(s)

Complete this section for the following types of requests:

- Swap committee or outside member(s) by **removing** them from the appropriate section and **adding** them below
- Add committee member(s)

Select Member Type	Select Committee Member
Committee Member	Last, First (Graduate School), 888999000
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

If you are adding more than three different committee members, please enter faculty name, department, and what role they will serve in the box below:

Changes to Co-Advisor

Complete this section for the following types of requests:

- Change co-advisor to different role (ex. committee member) by **removing** them below then **adding** them in the appropriate section
- Remove a co-advisor
- Add a co-advisor
- Signatures are required for co-advisor changes

Remove Current Co-Advisor?

Yes

Current Co-Advisor

Last, First (Co-Advisor)|First|Last|email@colostate.edu

Add New Co-Advisor

NOTE: One co-advisor can be listed, please review if you have a co-advisor and if you wish to remove them as your current co-advisor.

Select New Co-Advisor

Last, First (Graduate School), 88899900

Co-Advisor Section - Review and Submit

Current Co-Advisor Section

Current Co-Advisor Decision

Approve Changes

...3738353430

Initials CD Date 05/26/2021, 9:15 PM

email@colostate.edu

New Co-Advisor Section

New Co-Advisor Decision

Approve Changes

...3332363531

Initials CD Date 05/26/2021, 9:14 PM

First Last email@colostate.edu

email@colostate.edu

Changes to Advisor

Complete this section for the following types of requests:

- Any change to current advisor, an advisor is required for all programs

A faculty member serving in the Advisor role is required. Do you want to **change** your current faculty advisor to a new faculty member?

- Yes
 No

Your new advisor will replace your current advisor listed below

Last, First (Advisor)|First|Last|email@colostate.edu

Advisor Section - Review and Submit

Current advisors, please review all changes, sign using your initials, and complete the form by scrolling to the bottom and click on the 'Submit Form' button. Advisor signature is **required** for any committee member changes.

Current Advisor Section

Current Advisor Decision

If you do not approve, the form will not proceed to the Graduate School and the student will need to submit a new form.

Approve Changes

...3934383834

Initials CD Date 05/26/2021, 9:38 PM

Advisor Comments

NOTE: Comments will be visible to the student and all form participants.

email@colostate.edu

*** For Students: Sign below using your initials. Complete the form by scrolling to the bottom and clicking on the 'Submit Form' button.**

Please contact the [Graduate School](#) with questions. Thank you.

...3935343639

Initials CD Date 05/26/2021, 9:09 PM

Program Coordinator Section

Please review the student's committee and details and provide comments if necessary. **Sign using your initials and complete the form by scrolling to the bottom and click on the 'Submit Form' button.**

Program Coordinator First Name Program Coordinator Last Name Program Coordinator Email

Form reviewed by coordinator? If you select 'No', the form will not proceed and the student will need to submit a new form.

Program Coordinator Comments

NOTE: Comments will be visible to the student and all form participants.

Initials Date

Department Head Section

Please review the student's request to change committee members. **Sign using your initials and complete the form by scrolling to the bottom and click on the 'Submit Form' button.**

Department Head First Name Department Head Last Name Department Head Email

First Last email@colostate.edu

Department Head Decision:

If you do not approve, the form will not proceed to the Graduate School and the student will need to submit a new form.

Department Head Comments

NOTE: Comments will be visible to the student and all form participants.

CL 05/26/2021, 9:09 PM

Initials Date

email@colostate.edu

Graduate School Section

Approved by the Graduate School

Graduate School Comments

NOTE: Comments will be visible to the student and all form participants.

CL 05/26/2021, 9:09 PM

Initials Date

email@mail.colostate.edu