E-Committee Directions for Graduate Students

The electronic committee form in MyInfo is used to report your graduate committee and make any revisions to your committee membership.

Directions:

1. Log into MyInfo and navigate to the "Student Services" tab. Click on the "Graduate Committee Request" link.

2. Complete the information in the top box and hit "Submit"

- Master's students: you will be prompted to indicate whether you will be completing a master's thesis (does not include professional paper). If you do not yet know, you can select "I don't know."
- All students will need to type in your department head's email address. If you do not know who your department head is, check with your department.

3. Now you will be able to start adding members to your committee. Click "Add Member."

Current Member Invitations

You must extend at least 1 invitations for this committee that include at least one tenure track faculty member

[Add Member]

[Submit Final Committee]

4. Type in your first committee member's email address and select their role. Please note, you will only be able to select "chair" if the email address you enter matches a tenure track faculty member at MSU.

Current Member Invitations

You must extend at least 1 invitations for this committee that include at least one tenure track faculty member

[Add Member]

[Submit Final Committee]

Member Email	emily.peters2@montana.edu
Member Role	Member
	Please Choose Member Role
Member Name	Chair
Member Documents	Co-Chair
	Member

[Add Member]   [Cancel Add Member]

5. If you are adding an off campus member, you will have to upload a pdf showing their approval to serve on your committee (e.g. an email from the off campus member stating agreement to serve on your committee).

Member Email	test@gmail.com
Member Role	Member
Member Name	Test Member
Member Documents upload approval documents for off-campus members (e.g. a signature/email stating willingness to serve on committee)	[Upload PDF]

[Add Member]   [Cancel Add Member]

6. Once you have completed your committee, click "Submit Final Committee." Once your committee is submitted, all on campus members will receive an email asking them to agree to serve on your committee. After all members agree, the request will be routed to your department head and then to The Graduate School for final review.

[Add Member]

[Submit Final Committee] This will send your committee invitations and they can not be altered while your request is being evaluated

To Revise your committee, you will simply log back into MyInfo and access your approved committee. (Once a committee is submitted to the queue, it cannot be revised until approved or declined.) When you log in, you will see your current committee displayed. To change it, click the Edit button to change a person's role or click the Remove button to remove them.

	Role	Status	Last Activity		
	Chair	Accepted	09/01/2022	Edit	Remove
Faculty	Member	Accepted	09/02/2022	Edit	Remove
Faculty	Member	Accepted	09/01/2022	Edit	Remove

You will need to enter enough members for your requirements and make sure your still have an eligible chair listed in the committee make-up.