

## Instructions for Forming a Doctoral Guidance Committee

Information on doctoral guidance committees from Page 11 of the CHEMS Graduate Studies Handbook is copied below:

([http://www.chems.msu.edu/system/files/content/graduate%20handbook%2004\\_03\\_2014\\_small.pdf](http://www.chems.msu.edu/system/files/content/graduate%20handbook%2004_03_2014_small.pdf))

*“**Doctoral Guidance Committee:** Within two months (not counting summers) of passing the Qualifying Exam, the student shall form a doctoral guidance committee, with the research advisor serving as chairperson. The committee must consist of at least four regular MSU faculty members (see [University definition of Regular Faculty members](#)). At least two members must be from the major department, and at least one member must be from another department. Students wishing to request an exception to these committee membership rules should contact the graduate secretary for assistance in making the request.”*

- Before contacting proposed doctoral guidance committee members, please ensure they are regular faculty members, as described below:
  - Log into gradplan.msu.edu
  - Click on “add a committee member”
  - Search for each proposed committee member.
    - If one does not show up in the search, please contact the CHEMS graduate secretary to begin the process of adding a non-regular faculty member.
- After confirming that the proposed committee members are regular faculty, contact each one, and ask if he/she would serve on the committee.
- Once the committee members have agreed to serve, type their names and departments into the attached Record of Doctoral Guidance Committee form (available in PDF format on the CHEMS website), and have all committee members sign the form.
- Turn the completed form into the CHEMS graduate secretary for inclusion in your file.

### Additional guidelines

- Before selecting doctoral guidance committee members, please see Pages 11-12 of the CHEMS Graduate Studies Handbook for the responsibilities of the committee.
- The doctoral guidance committee may have more than four members. If there are more than five, please write the additional name(s) and department(s) below the others.
- Any change to a doctoral guidance committee must be made on a new Record of Doctoral Guidance Committee form AND on gradplan.msu.edu.
- The CHEMS Record of Doctoral Guidance Committee form must be processed by the graduate secretary before the course plan completed in GradPlan can be approved.

Department of Chemical Engineering and Materials Science  
College of Engineering  
Michigan State University

## Record of Doctoral Guidance Committee

Student Name: \_\_\_\_\_ APID: \_\_\_\_\_

	Name	Department	Signature	Date
1. <i>advisor</i>				
2.				
3.				
4.				
5. <i>optional</i>				

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Department Chair

*Department Use only:*  
*Entered into GradInfo (date/initial)* \_\_\_\_\_