

**Under most circumstances, supervisory committees are to be input or updated online** by logging on to the Graduate School Information Management System (GIMS) website (<https://gradschool.ufl.edu/GIMS/gatorlink/PreSiteEntry.asp>). Use this form **only if**:

- The student has applied for the current semester's graduation, and his or her supervisory committee needs to be appointed or changed.
- The student is requesting a special minor.
- The supervisory committee has a co-chair who does not have a graduate faculty appointment in the student's major department.

This form will be returned to your department for direct input if it does not fall into any of these three special circumstances. For detailed online information from the UF Graduate School Policy Manual regarding supervisory committee membership, appointments, duties and eligibility, click here: **Supervisory Committee Policy**. Incomplete, incorrect or unsigned forms will be returned unprocessed.

Name of person preparing form	Campus Mailing Address	Campus Telephone	Campus E-Mail
	POB		

Student's UFID	Student's Last Name	Student's First Name	Student's Middle Name

Check one: This form is being submitted for...  a **new** supervisory committee.  a **change** in supervisory committee.

Degree	Major
Concentration (if applicable)	Minor (if applicable)
For master's degrees, indicate thesis, project in lieu of thesis or non-thesis here:	

	UFID	Name	Classification	Department
Chair				
Co-Chair				
Member				
Member				
Member				
Member				
External Member*				

\* Only required for Doctor of Philosophy or Doctor of Education committees

\*\* Special Supervisory Committee Appointment Petition form required

**SIGNATURES: NEW/CHANGED SUPERVISORY COMMITTEE APPROVAL**

\_\_\_\_\_  
Department Chair or Representative Date

\_\_\_\_\_  
College Dean or Representative (if required by college) Date

**TO CLEAR ALL ENTRIES AND RESET THIS FORM, CLICK HERE.**

FOR GRADUATE SCHOOL USE ONLY	
_____ Graduate School Dean or Representative Date	<b>TIME STAMP</b>

**SEND THIS FORM VIA CAMPUS MAIL TO: UF GRADUATE SCHOOL STUDENT RECORDS, POB 115500, UF CAMPUS.**