

# Management Plan

[Graduate School policy](http://www.mtu.edu/gradschool/policies-procedures/academic/independence) states that faculty in close personal relationships should not be members of the same graduate student’s committee. When they are, the information on this form must be provided.

**Students:** Complete the form in Microsoft Word and email the docx file to your [graduate program director or assistant.](https://www.mtu.edu/gradschool/prospective/directors/#certificate)

**Graduate program:** Review the information provided, obtain approvals as noted, and [submit to the Graduate School](https://sites.google.com/mtu.edu/grad-school-form-submission/home) online. (link only accessible to Graduate Program staff)

## Provide the following information

Complete the information requested below.

Name Last or Family Name, First Name or FNU

M-Number (M12345678) M

Select degree type Choose an item.

Graduate program Select graduate program

Select degree option Choose an item.

Please provide the names of the members in the committee who are in a close personal relationship and state the relationship that necessitates the management plan. (500 characters)

Click or tap here to enter text.

Briefly describe the reason(s) that the faculty in the relationship are recommended for the committee. (1000 characters)

Click or tap here to enter text.

Please provide a management plan below. The management plan should consider the following:

* Who is primarily responsible for timely written feedback to the student. This is particularly important if the faculty in the relationship are co-advisors.
* Who is primarily responsible for advocating for the student with respect to funding, space, access to electronic resources, etc…
* Who is primarily responsible for assigning grades for research credits.
* Who is primarily responsible for providing feedback on written work such as documents for a proposal defense, presentations, manuscripts, etc…
* How communication between the student and various members of the committee will be handled. In general, the student should communicate directly with all members of the committee individually, and vice versa.

This is not an exhaustive list. If there is potential for confusion, miscommunication, or ambiguity of who is responsible for direction or instruction or who the student should be reporting to, address it in the Management Plan.

Provide management plan in this field

## Approvals

Indicate your approval by typing your name below (if possible). Uploading the form to the Graduate School indicates your approval even if the form fields are not available. The Graduate School approves the form after receipt and verification.

If the committee is not yet appointed, their approval may be obtained when they are selected. Please type the name of the individual approving using the form fields provided.

Student: Click or tap here to enter text.

Advisor: Click or tap here to enter text.

Advisor 2: Click or tap here to enter text.

Grad Program Director: Click or tap here to enter text.

Chair or College Dean: Click or tap here to enter text.

## Graduate School Use Only

Is form complete?

[ ]  Yes (continue with next steps)

[ ]  No (return to program and request additional information)

Is advisor/committee form attached?

[ ]  Yes (continue with next steps)

[ ]  No (return to program)

Has committee been appointed?

[ ]  Yes (continue with next steps)

[ ]  No (add to tracking sheet and file plan to forward to committee once appointed)

Final steps

[ ]  Image form to “Advisor appointed (Masters)” or “Advisor appointed (PhD)”

[ ]  Notify full committee