



### Advisor and Committee Recommendation Form

All graduate students submit this form in their second semester to recommend or change an advisor. Students completing a dissertation, thesis, report, or practicum option are encouraged to appoint a committee when they select their advisor.

Upload form **signed by the graduate program director** to [Canvas](#), e-mail to [gradschool@mtu.edu](mailto:gradschool@mtu.edu), or mail/bring to the 4th floor of the Administration Building. See your [Degree Completion Timeline](#) on MyMichiganTech for a complete list of items needed for your degree.

#### Student Information

Name  M Number (ex: M12345678)

Degree Program

Select Degree Type  Master's  PhD  Certificate

Select Degree Option  Thesis  Report  Coursework  Practicum (MEng only)  Dissertation (PhD)

#### Recommend Advisor(s)

Every student must have one advisor or two co-advisors that meet the [Graduate School requirements](#). Type the advisor name(s), along with the semester and year you began working with your advisor(s). The remaining columns are for the Graduate School.

Advisor Name	Semester	Year	Mnumber	Grad Fac Status	Affiliation

#### Recommend Committee Members

Type **all** of the names of your committee members below; the other columns are for Graduate School use. Do not include your advisor(s) below; they are automatically part of your committee. Students completing a dissertation, thesis, report, or practicum need a committee that meets the [Graduate School requirements](#).

Committee Member (list all members)	Mnumber	Grad Fac Status	Affiliation	Ext
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Do any advisor(s) or committee members have a [close, personal relationship](#)?  Yes - Submit a [management plan](#)  No

**Graduate Program Director Signature** (print name after signature; graduate program director may also email form to [gradschool@mtu.edu](mailto:gradschool@mtu.edu) instead of signing)

Date

#### Graduate School use only

Student Home  Option

Close, personal - checked?  Chkd No  Chkd Yes - give to staff  Not Chkd - return to student

If GAAD/GATA/GATE are on SZAGDGR?  Yes  No - give to staff

Advisor affiliated with student home?  Yes  No - give to staff

Advisor empty or same on SZAGDGR?  Yes  No - give to staff

Interdisc Pgm - Advisor affiliated with it?  Yes  No - give to staff

Enter names in SZAGDGR; page 2  Check SZAGDGR page 2; PhD Adv: D2, PhD Comm: D4a, MS: M2

Update advisor start term to be  $\geq$  degree start term

Image Form (print OR scan and drop)  Update option on SZAGDGR; page 1