

This form should be completed when an academic unit requests special approval for qualified individuals to serve on Master's or Doctoral supervisory committees. For general information regarding eligibility to serve on supervisory committees, please reference the [ASU Graduate Policies and Procedures](#). For PhD committee eligibility guidelines, see [Graduate Faculty](#).

The nominee's Curriculum Vitae must be uploaded with submission of this form.

**Step 1: Student and Committee Contact Info:**

**Nominee Information:**

Nominee Name	* Date of Birth (Required)	10 Digit ASU affiliate ID# (if available)
Email Address	Current Job Title	

Nominee will serve as:

Member      Co-Chair      Chair (A Chair will be automatically approved to serve at all levels.)

**Student Information:**

Student Name	10 Digit Affiliate ID#
Email Address	Student Plan Code

**Step 2: Provide a brief justification for this request. (Required)**

**Step 3: Comments:** (Optional – may be used for internal memo to Academic Unit Administration)

For PhD committee eligibility guidelines, see [Graduate Faculty](#).

**Step 4: Committee Chair or Head of Academic Unit, as appropriate:**

Approval of Committee Chair or Head of the Academic Unit	
Name _____	
Signature _____	Date _____

**Step 5: Graduate College Approval:**

Approval of the Graduate College	
Name _____	
Signature _____	Date _____

*\*The date of birth is to be a unique identifier and will not be a factor in the approval process.*

For questions regarding Committee Approval Requests, please see an academic advisor or email [grad-gps@asu.edu](mailto:grad-gps@asu.edu).