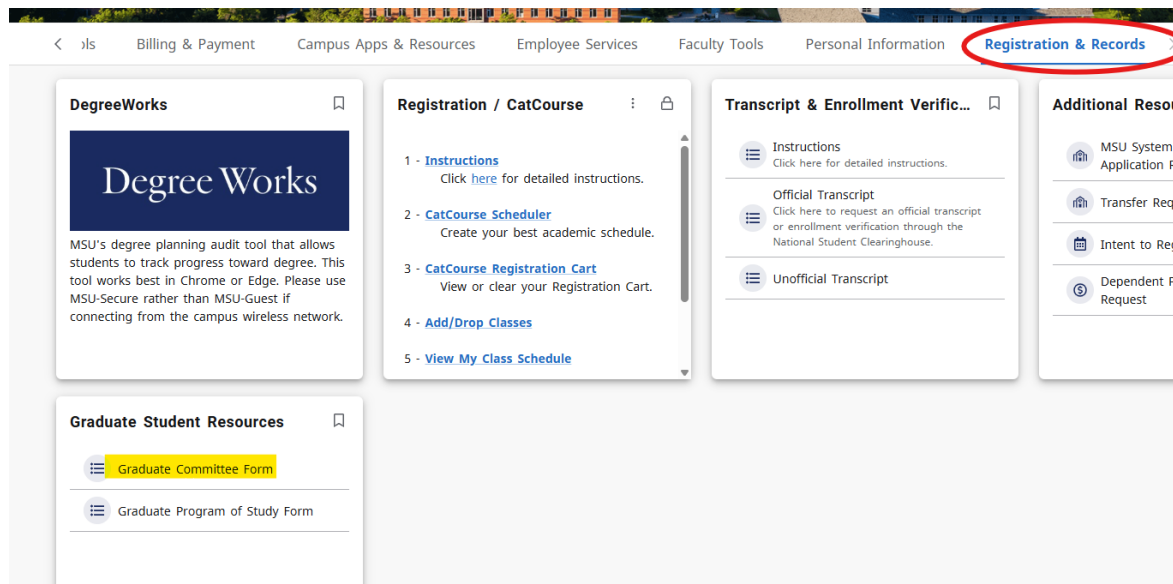


Graduate Committee Directions (MyMSU) for Students

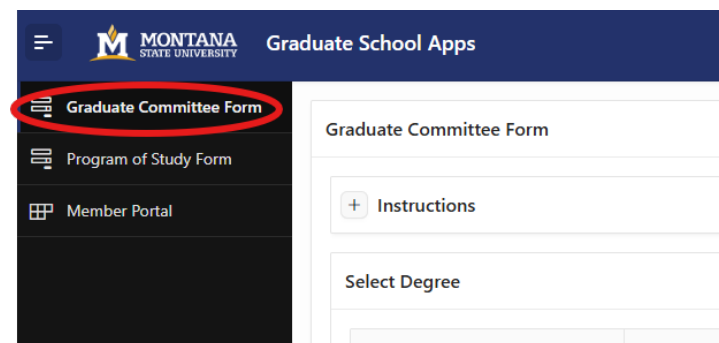
The graduate committee form in MyMSU is used to request your graduate committee and make any revisions to your committee membership.

Directions:

1. Log into [MyMSU](#) and navigate to Registration & Records, then click on the “Graduate Committee Form” link on the Graduate Student Resources card:



2. The link will open to the Graduate Committee Form:



3. Select your degree program:

Graduate Committee Form

+ Instructions

Select Degree

Degree	Major	Department	Select Degree	Status
Doctor of Philosophy	Psychological Science	Psychology	PYSC-PHD >	

4. On the next screen you will enter your department head and add members:

Request Information

Department Head

Diane Debinski

Last Activity
10/5/2023

Department Head Email Address

diane.debinski@montana.edu

 Edit Department Head Email

A department head is required. You will click edit department head, then enter the email, then the button will change to green/save and you must click it again.

5. You can then begin adding members by clicking “Add Member”:

 Add Member

Add Committee Member

Member Email

Please Enter Member Email

Member Role

Please Enter a Member Email First

Member Name

Not Applicable

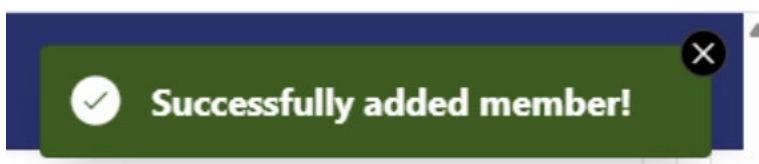
Member Documents

 Choose File

 Cancel

 Add Member

Once you complete the fields and click the green “Add Member” you will get confirmation:



6. You'll continue this process until you have your full committee listed:

Current Member Invitations

Name	Email	Type	Role	Status	Last Activity	View Document	Edit	Remove
Scott Creel	screel@montana.edu	MSU Tenure	Chair	Accepted	08/06/2025		Edit	Remove
Justine Becker	justine.becker1@montana.edu	MSU Tenure	Member	Accepted	08/06/2025		Edit	Remove
Jay Rotella	rotella@montana.edu	MSU Tenure	Member	Accepted	08/06/2025		Edit	Remove
Matthew Becker	matt@zambiacarnivores.org	Non-MSU	Member	Accepted	04/02/2025		Edit	Remove

7. If you are adding an off-campus member, you will have to upload a pdf showing their approval to serve on your committee (e.g. an email from the off-campus member stating agreement to serve on your committee):

Add Committee Member

Member Email

test@test.com

Member Role

Member

Member Name

Test Member

Member Documents

Upload PDF

Member document cannot be empty.

Cancel

Add Member

8. When you are ready, click “Submit” and a final pop-up will appear:

Emily Peters	emily.peters2@montana.edu	MSU Other	Member	Draft	03/21/2025	Edit	Remove
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Add Member

+ Dropped/Declined Members

Back

Submit



This will send your committee invitations and they can not be altered while your request is being evaluated.

Cancel

OK

Click OK.

Committee Request Statuses: These are examples of statuses you may see when you log in

Request Status



Request finalized, Invitations sent, Awaiting acceptances

Request Status



Committee fully approved. Membership changes can be requested if required

Request Status



After member declines, invitations do not meet minimum requirements. Please add members

To Revise your Committee: Log back into your committee form through MyMSU to view and revise your approved committee on file. Note, once your committee is submitted to the approval queue, it cannot be revised again until it is fully approved or declined.

To remove a member from your committee, click “Remove”:

Current Member Invitations

Name	Email	Type	Role	Status	Last Activity	View Document	Edit	Remove
Lauren Cerretti	lauren.cerretti@montana.edu	MSU Non-Tenure	Member	Draft	10/29/2021		Edit	Remove
Emily Peters	emily.peters2@montana.edu	MSU Other	Member	Draft	03/21/2025		Edit	Remove

To add a member to your committee, click “Add member”:

Current Member Invitations

Name	Email	Type	Role	Status	Last Activity	View Document	Edit	Remove
Emily Peters	emily.peters2@montana.edu	MSU Other	Member	Draft	03/21/2025		 Edit	 Remove

 Add Member

To change a member’s role (example: from chair to member), select “Edit”:

Current Member Invitations

Name	Email	Type	Role	Status	Last Activity	View Document	Edit	Remove
Emily Peters	emily.peters2@montana.edu	MSU Other	Member	Draft	03/21/2025		 Edit	 Remove

Once you have made all of your committee revisions, click the green “Submit” button to resubmit your committee request for approval:

Emily Peters	emily.peters2@montana.edu	MSU Other	Member	Draft	03/21/2025		 Edit	 Remove
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 Add Member

 Dropped/Declined Members

 Back

 Submit

If the “Submit” button is not green, make sure you entered enough members for your requirements and make sure your still have an eligible chair listed in the committee make-up.

Note that if one of your members left MSU, you will remove them (not edit) and then re-add them with a non-MSU email address.