

Individual Committee Member Approval

If you would like to add an individual to your committee who is outside of ASU or not a member of your program's faculty list, then you will need to follow the steps below.

Step 1: Review supervisory committee requirements in the handbook for your program:

[Computer Science – Industrial Engineering – Software Engineering
Computer Engineering](#)

Step 2: Check your program's faculty list on the [Graduate College website](#). If the individual you would like to add to your committee is not listed under your program, an individual committee approval request will need to be submitted.

Master's Students: You will need to check the faculty list for the Ph.D. program (i.e. Computer Science MS students should refer to the Computer Science Ph.D. list). SER students should refer to the [handbook](#).

Check with your academic advisor if you are unsure if an individual committee approval request needs to be submitted.

Step 3: Submit the [Supervisory Committee Appointment or Change Form](#) to the CIDSE Advising Office (Tempe: Centerpoint 105, Poly: Picacho 245). This form needs to be signed by all committee members including your chair or co-chairs. Email confirmations can be attached to the form in lieu of signatures.

Step 4: If the individual is not in the program faculty list, you will need to email the individual's curriculum vitae and their date of birth to your academic advisor. Your advisor will then initiate the process of obtaining approvals from the Program Chair and the Graduate College.

Please note: The date of birth is required. The process cannot be completed without it.

Step 5: Once the individual has been approved, your academic advisor will notify you to submit the committee change through the iPOS.