

You do this in myolemiss. So login to your myolemiss account and then:

1. Select the Student Tab
2. Select "Processes Involving Me"
3. Select "Services for Graduate Students"
4. Select "Graduate Advisory Committee"
5. Select "Anticipate Defense Term" (guess three years ahead for a MS or six for a PhD – this is not binding but it is safer to enter a longer time than planned) and click "Initiate." Once the request is initiated, the main screen will allow you to enter and edit all the required information for the form.
6. To enter the title of the thesis or dissertation, select "Add Title." Enter the title of the thesis or dissertation (you may not know this so just write something vague about what you are doing) and click "Submit."
7. To add the members to the committee, select "Add Thesis/Dissertation Committee" and search by the faculty member's name. Then click "Add" to add them to the committee. Repeat these two steps until all committee members have been added. For a MS committee you need three (or more) members – two of whom must be Biology faculty; the third can be Biology or another UM Department. For a PhD committee you need five (or more) members – three must be regular (not adjunct) Biology faculty, one must be faculty in another UM department, and the fifth may be regular or adjunct Biology.
8. Once the committee members have been added, click the box to designate one member as the committee chair (this will likely be your advisor but only faculty with "Full graduate faculty" standing can be the committee chair for PhD students, so sometimes it's somebody else). Then click to "Submit."
9. Next, you have the option to "Review" or "Reject" the request. Select "Review."
10. After selecting "Review," you still need to submit, so scroll to the bottom of the screen and submit. You should be notified that the request has been submitted to the department. This triggers a chain of approval emails to the Graduate School, to the Graduate Program Coordinator, back to the Graduate School, and then finally approved.