



Faculty Guide to Completing a Committee Composition Change Request Form

University of Miami
Graduate School

Dynamic Forms Basics

- The Committee Composition Change Request Form is a revision to the Application for Admission to Candidacy, so the procedure is similar.
- Basic Definitions: there are two types of form users
 - Initiator (student): the user who starts a form.
 - Co-signer (faculty): a user to whom a form is sent, after the initiator has submitted the form. The co-signer may just need to review and sign the form, but in some cases, they might have to complete a section of the form. This form has more than one co-signer.
- Dynamic Forms uses UM Single Sign-On (SSO) for every form, so there is no need for additional login credentials. All users must use their official UM email address or the one used to sign in to the University's SSO system.
- This form is initiated by the student who is making the request and can only be signed by the specific co-signers to whom the form is sent (Committee Chairs/Advisors and Graduate Program Directors).
- Users will only be able to write or click on the section of the form they are allowed to fill out. Everything else will appear faded out for reading purposes only.
- Important note: If students are going to list you on the form as a co-signer (for your role as a Committee Chair/Advisor and/or Graduate Program Director), please ensure they know which email to enter to avoid delays in the form's processing.
- To access Dynamic Forms for any other reason (e.g. check on the status of a form, view history of processed forms), users may visit their Dynamic Forms homepage by clicking [here](#).

Signing the Form as the Committee Chair

- You will receive an automated email notification from gradforms@miami.edu when your signature is needed. Periodic notification emails from Dynamic Forms will be sent as reminders every week until the form is signed.
- The email will include two links to Dynamic Forms. The second link will take you directly to the form they need to sign. The link will read: *Click here to complete your section of the form.*

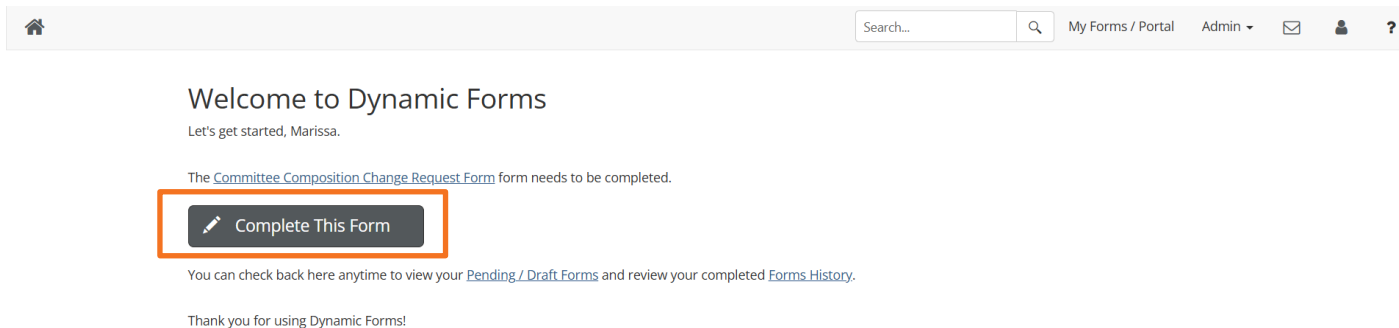
Dear Colleague,

Sebastian The Ibis has submitted a Committee Composition Change Request Form. Please visit [Dynamic Forms](#) to review this form.

Sincerely,

The Graduate School

[Click here to complete your section of the form.](#)



The screenshot shows the Dynamic Forms portal. At the top is a navigation bar with a home icon, a search bar, and links for 'My Forms / Portal', 'Admin', and user icons. The main content area has a heading 'Welcome to Dynamic Forms' and a sub-header 'Let's get started, Marissa.' Below this, a message states: 'The [Committee Composition Change Request Form](#) form needs to be completed.' A prominent button labeled 'Complete This Form' with a pencil icon is highlighted with an orange border. At the bottom, there is a note: 'You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).' and a thank you message: 'Thank you for using Dynamic Forms!'

- You must complete the form section which belongs to you and then refer to the progress options at the bottom of the page to submit the form.

Signing the Form as the Committee Chair

If everything looks correct and the requested change has your approval, select *Approved* from the drop-down menu.

If you agree with this student's request please select "Approved" in the dropdown below. If you do not agree, please select "Denied".

Committee Chair (Mentor for Medical School Students)/Advisor Decision

Approved ▼

Comments (optional)

Please note comments are public.

Graduate Program Director Decision

* -- Please Select -- ▼

Comments (optional)

Please note comments are public.

- When reviewing a form, you will have two progress options at the bottom left corner:
 - Save Progress: Create a draft of the form so it can be completed and signed at a later time. The draft will appear on the *Forms Awaiting Other Signatures* section.
 - Next: This option is used to confirm the *Approved/Denied* selection and to continue to the signature page.
- After users complete their required section of the form and click *Next*, the signature page will appear.

Save Progress

Next

- Users must write their names exactly as they appear on the page in the provided field to sign the form.
- This uses reCAPTCHA validation, so users must check the *I'm not a robot* box and follow any on-screen instructions to validate their response.
- The form will be submitted once the user clicks on the *Sign Electronically* button. Signatures appear as timestamps on the form with the printed name of the user and the date and time of signature.

Signing Forms as the Committee Chair (continued)

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Marissa Rodriguez

☐ I'm not a robot reCAPTCHA
Privacy - Terms

Previous Sign Electronically

This message will then appear, indicating that it will now be sent to the Graduate Program Director:

Thank you for completing this form. The form will now be the to the student's Graduate Program Director for review.

[View Form PDF](#)

In addition, you will also receive an email notification:

Dear Colleague,

Thank you for signing the Committee Composition Change Request Form for Sebastian The Ibis. It will now be sent to the student's Graduate Program Director for review.

Sincerely,

The Graduate School

Signing as Committee Chair and the Graduate Program Director

- There are some instances where the Committee Chair also serves as the Graduate Program Director. In this case, you will receive two separate emails: once as the Committee Chair, and then you will receive a notification to sign again as the Graduate Program Director.

Signing as a Graduate Program Director

After it has been signed by the committee chair, co-signers listed as the Graduate Program Director will receive this email:

Dear Colleague,

Sebastian The Ibis has submitted a Committee Composition Change Request Form. Please visit [Dynamic Forms](#) to review and approve their Committee for it to be submitted to the Graduate School for final approval.

Sincerely,

The Graduate School

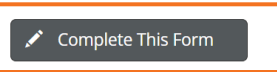
[Click here to complete your section of the form.](#)

Clicking on the link will bring you to this browser page: Click the 'Complete This Form' button:

Welcome to Dynamic Forms

Let's get started, Marissa.

The [Committee Composition Change Request Form](#) form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

- If you approve of the committee composition, select Approved from the drop-down menu and select the *Next* option to proceed or *Save Progress* to come back to this screen later.

If you agree with this student's request please select "Approved" in the dropdown below. If you do not agree, please select "Denied".

Committee Chair (Mentor for Medical School Students)/Advisor Decision

* Approved ▼

Comments (optional)

Please note comments are public.

Graduate Program Director Decision

* -- Please Select -- ▼

Comments (optional)

Please note comments are public.

Graduate Program Director Decision

* Approved ▼

UNIVERSITY OF MIAMI
GRADUATE SCHOOL



Next, type your name as it appears above the boxes and click *Sign Electronically*

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.


Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Marissa	Rodriguez
<input type="text"/>	<input type="text"/>

☐

I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Previous

Sign Electronically

This prompt serves as confirmation that the application was submitted to The Graduate School for final review, and no further action is needed.

Thank you for signing this form. It will now be submitted to the Graduate School for review.

 View Form PDF

You have no forms that need action right now

Other Forms you might be interested in.

Forms Awaiting Other Signatures

My Forms History

In addition, you will receive this email notification:

Dear Colleague,

Thank you for signing the Committee Composition Change Request Form for Sebastian The Ibis. It will now be submitted to the Graduate School for review.

Sincerely,

The Graduate School

Forms Awaiting Other Signatures Section

- In this section, users will find all forms and form drafts in which they are a co-signer that are still pending review by another co-signer or the Graduate School. Forms will remain in this section, even if all the signatures have been collected, until they have been processed by The Graduate School.

My Forms / PortalAdmin

Back to My Forms / Portal

Forms Awaiting Signature

Search ByAll FieldsSearch for...

Form Name	Started By	E-Signed Date	PDF	HTML	Action
Committee Composition Change Request Form	Marissa Rodriguez	9/29/2025 11:27:56 AM			Action
Committee Composition Change Request Form	Marissa Rodriguez	9/29/2025 12:37:30 PM			Action
Committee Composition Change Request Form	Marissa Rodriguez	9/29/2025 12:22:58 PM			Action
Committee Composition Change Request Form	Marissa Rodriguez	9/29/2025 9:32:57 AM			Action

125 items per page1 - 4 of 4 items

In this section, users may view the form in PDF format or using the web browser (HTML) by clicking on their respective icons or by selecting an option from the drop-down menu.

PDFHTML

PDFHTMLAction

Action

View PDFView Html



My Forms History Section

- In this section, users will see all forms in which they are either initiators or co-signers that have been processed by the Graduate School. A form will move to this section from the *Forms Awaiting Other Signatures* section once it has been fully processed by the Graduate School.
- Users may view a form in PDF format or using the web browser (HTML) by clicking on their respective icons or selecting the option from the Action drop-down menu.

My Forms / PortalAdmin

Back to My Forms / Portal

Forms History

Include forms older than 2 years

Search ByAll Fields

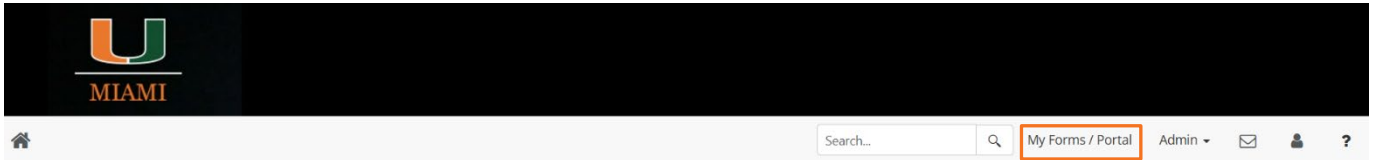
Search for...

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audits	Action
Committee Composition Change Request Form	Multi-Pending	Marissa Rodriguez	9/29/2025 11:27:56 AM				Action
Committee Composition Change Request Form	Multi-Pending	Marissa Rodriguez	9/29/2025 11:27:56 AM				Action
Committee Composition Change Request Form	Multi-Pending	Marissa Rodriguez	9/29/2025 11:27:56 AM				Action
Committee Composition Change Request Form	Multi-Pending	Marissa Rodriguez	9/29/2025 9:32:57 AM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Deleted	Marissa Rodriguez	9/16/2025 1:17:36 PM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Deleted	Marissa Rodriguez	9/9/2025 1:00:13 PM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Archived		9/8/2025 11:03:19 AM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Deleted		9/8/2025 10:53:36 AM				Action
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Archived		9/2/2025 4:40:26 PM				Action

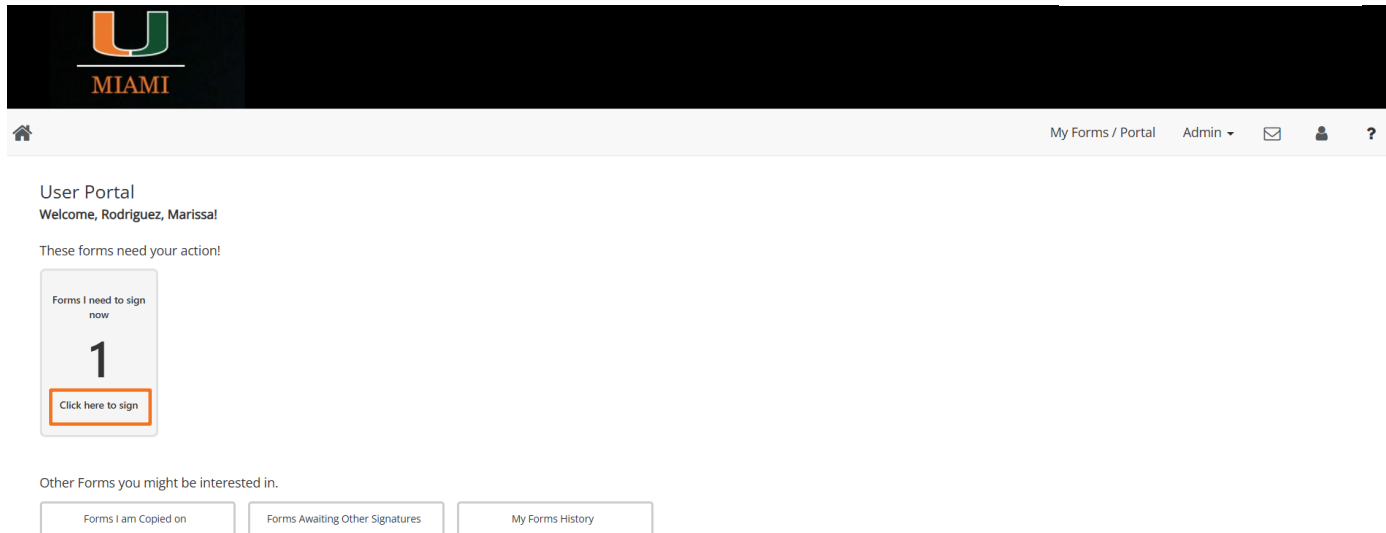
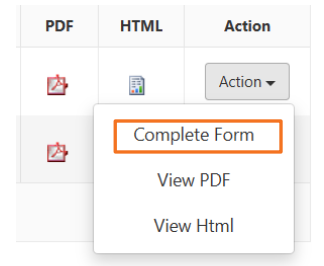


Dynamic Forms Troubleshooting:

- Having trouble accessing the form you need to sign? Clicking the *My Forms/Portal* button leads you back to your Dynamic forms User Portal, where you will be able to see what is in your queue:



- On the right-hand side of the screen, options to view the PDF and HTML versions of the document will appear, in addition to an *Action* drop down menu.
- Selecting the *Complete Form* option will take you to the following screen:



- From there, you should be able to proceed with approving and electronically signing the form.
- Are you able to access the form and do not see anything to review? There is a chance that the student entered the wrong email upon initial completion. When this occurs, you can contact The Graduate School by emailing gradforms@miami.edu or by calling 305-284-4154.