



Student 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.
- Dynamic Forms uses UM Single Sign-On (SSO) for every form, so there is no need for additional login credentials. For every form, every student must use their official UM email address.
- This form must be 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).
- You will receive email confirmation from gradforms@miami.edu when the form is completed and when each of the co-signers sign the form. Your co-signers will receive an email notification whenever they need to sign.

Note: Before you begin, ensure you have previously submitted an Application for Admission to Candidacy with The Graduate School.

Information you will need:

- Your Major
- Your UM ID (C-number) and Employee ID (5 number)
- Date you Passed your qualifying exam
- Your Expected Graduation Term (semester + year)
- Title of your Dissertation/Lecture Recital/Essay
- The committee change(s) you are requesting and reason(s).
- Contact information for all committee members including names, emails, and departments/affiliations
- Contact information for your Graduate Program Director
 - If you are not sure of this information, [click here](#) for a list of names and email addresses. If possible, please verify with them before submitting this form!

Completing the Committee Composition Change Request Form

1. Enter your Graduate Program Director's First Name, Last Name, and Email.

Important Note: Some Committee Chairs and Graduate Program Directors have more than one email alias, so be sure to confirm with them which email they would like listed!

Instructions

For this form to be submitted to the Graduate School for consideration, it will need to be approved and electronically signed by your Advisor or Committee Chair (Mentor for Medical School Students) and your Graduate Program Director. Please enter below the official UM email address for your Advisor or Committee Chair (Mentor for Medical School Students)* and your Graduate Program Director. For a list of Graduate Program Directors, [click here](#).

***Note for students with two chairs:** Although you will be able to provide the names of both chairs within the application, you may enter the name and UM email address for only one chair below who will sign the form on behalf of both chairs.

Form Participants

Graduate Program Director		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Chair/Advisor		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Enter the First Name, Last Name, and Email of the Committee Chair (Note: Students at the Miller school of Medicine, this is your mentor)

Note: If you are changing the chair/mentor, you must write their email here for them to sign the document.

Graduate Program Director		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Chair/Advisor		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Completing the Form

3. Once you proceed to the form, enter or select the following information:

Preferred First Name *

Last Name *

C-Number (ex.: C12345678) *

Email Address *

Major *

Expected Graduation * -- Please Select -- v

Qualifying Exam Passed on *

Legal First Name *

Pronouns (optional) *

Employee ID *

Mobile Number *

School/College * -- Please Select -- v

Year *

Title of Dissertation/Doctoral Essay/Lecture Recital Essay

Please describe the committee change(s) you are requesting and the reason for the change(s)

Is this the first time you are requesting a change to your committee?

☐ Yes ☐ No

- If you select “No” to the last question above, another text box will appear, prompting you to describe your committee’s previous changes.

Is this the first time you are requesting a change to your committee?

If no please explain all previous changes:

☐ Yes ☒ No

4. Enter the following information for each committee member:

Committee Chairperson

Note: Medical School graduate students should insert mentor’s name in this first space and chairperson’s name in the second space below.

First Name → *

Department/Affiliation → *

Last Name → *

Email Address → *

Committee Member

Note: Medical School graduate students should insert chairperson’s name in this space and mentor’s name in the first space above.

First Name → *

Department/Affiliation → *

Last Name → *

Email Address → *

Committee Member

First Name → *

Department/Affiliation → *

Last Name → *

Email Address → *

Outside Member/Committee Member

First Name → *

Department/Affiliation → *

Last Name → *

Email Address → *



Completing The Form

When reviewing, users 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 later. The draft will appear on the Pending/Draft Forms section.
- **Next:** This option is used to confirm the information on the form and to continue to the signature page.



- After you complete the required section of the form and click *Next*, the signature page will appear.
- Students must write their names exactly as they appear on the page in the provided field to sign the form.
- Forms use reCAPTCHA validation, so users must check the “I’m not a robot” box and follow any on-screen instructions to validate their response.

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.

A screenshot of the electronic signature form. It features two input fields for names: 'Marissa' and 'Rodriguez'. Below these fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there are two buttons: 'Previous' and 'Sign Electronically'. The 'Sign Electronically' button is highlighted with an orange border.

- The form will be submitted once the user clicks on the ‘*Sign Electronically*’ button. The form will now have a timestamp with your name and date/time of signature.

After your electronic signature has been recorded, this message will appear:

Thank you for completing the form. The form will now be sent to your Advisor/Committee Chair (Mentor for Medical School Students) for review. If approved, it will be sent to your Graduate Program Director. If your Graduate Program Director approves your request, it will be automatically submitted to the Graduate School for final review.

 View Form PDF



Clicking this button allows you to view and download your submitted Form PDF

Signing the Form

After signing and submitting your Committee Composition Change Request Form, you will receive the following email message:

Dear Marissa,

Thank you for completing the Committee Composition Change Request Form. Your form has been sent to your Advisor/Committee Chair (Mentor for Medical School Students) for review. If approved, it will be sent to your Graduate Program Director. If your Graduate Program Director approves your request, it will be automatically submitted to the Graduate School for final review. To view the status of your form at any time, visit *My Forms* in Dynamic Forms.

Sincerely,

Graduate School

After your Advisor/Committee Chair has signed, you will receive the following email message:

Dear Marissa,

Your Committee Composition Change Request Form has been reviewed by your Advisor/Committee Chair.

Please visit Dynamic Forms to view the status of your form in the *My Forms* section.

Sincerely,

The Graduate School

After the Graduate Program Director has signed, you will receive the following email message:

Dear Marissa,

Your Committee Composition Change Request Form was reviewed by your Graduate Program Director and has been officially submitted to the Graduate School for final review. To view the status of your form at any time, visit *My Forms* in Dynamic Forms.

Sincerely,

The Graduate School

Signing the Form

After the Graduate School has reviewed your form, you will get the following message:

Dear Marissa,

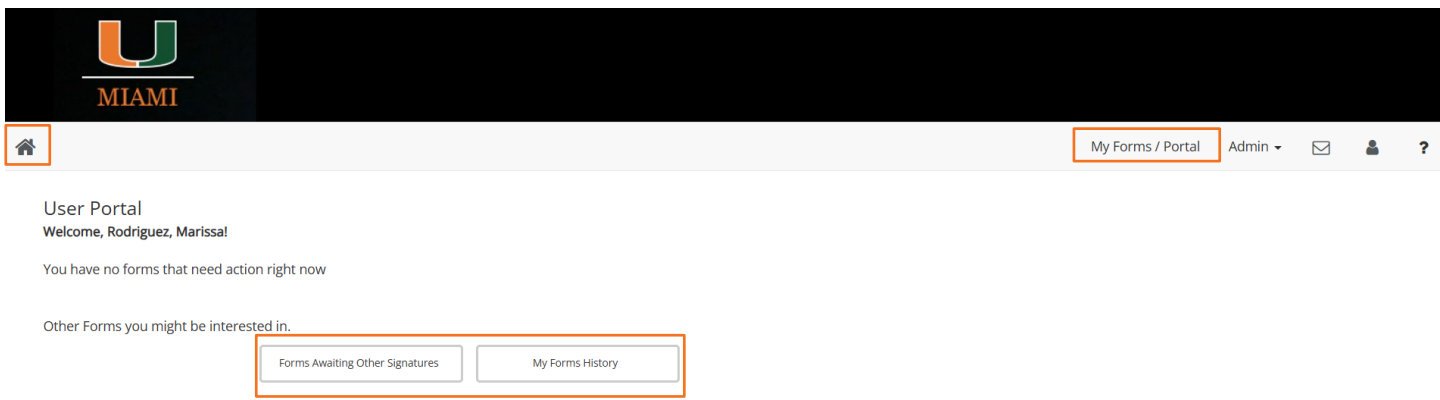
Your request has been reviewed by the Graduate School. Please visit My Forms in Dynamic Forms to download the processed form.

Sincerely,

Graduate School

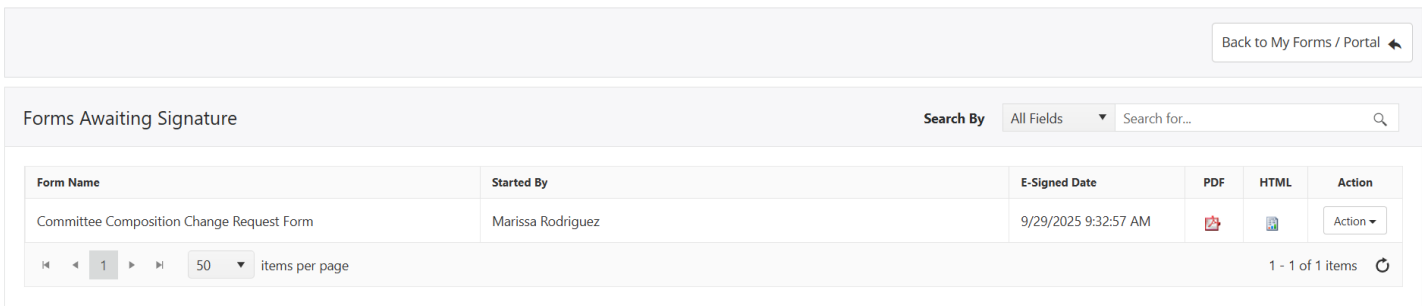
Signing in to Dynamic Forms

- To access Dynamic Forms to check on the status of a form, users may visit their Dynamic Forms Home by clicking [here](#) or using the link located in the Graduate School’s website under the [Forms](#) tab, which can be found under [Policies And Forms](#).
- There will be two buttons: *Forms Awaiting Other Signatures*, and another for *My Forms History*. You may switch between these two sections at any time using the *My Forms / Portal* button on the top right corner or by returning to the homepage using the home icon on the top left corner.



Forms Awaiting Other Signatures Section

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



My Forms History Section

- In this section, you will see your forms that have been processed by the Graduate School. A form will move here from the *Forms Awaiting Other Signatures* section once it has been fully processed by the Graduate School.

Forms History

☐ Include forms older than 2 years

Search By

All 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 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 ▾
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 ▾
Application for Admission to Candidacy for Ph.D./D.B.A./D.M.A./Ed.D.	Archived	Marissa Rodriguez	7/29/2025 3:26:12 PM				Action ▾

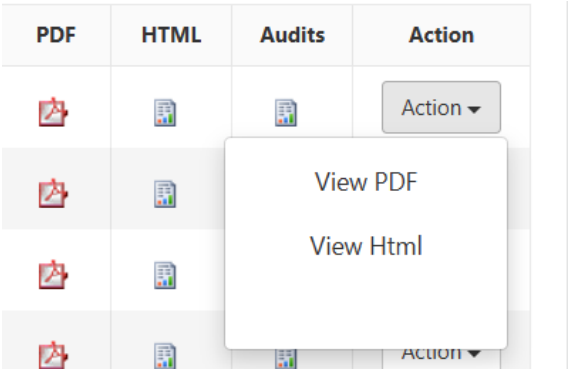
1

50

items per page

1 - 8 of 8 items

- In this section, you may view the form in PDF format or using the web browser (HTML) by clicking on their respective icons or selecting the “view PDF” or “view HTML” options from the Action drop-down menu. This feature allows both students and faculty to monitor the form’s workflow.



Frequently Asked Questions

1. How do I sign in to Dynamic Forms?

To access Dynamic Forms, click [here](#) and log in using Single Sign-On (SSO). Direct link: <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/2a144b72-f239-42d4-8c0e-6f0f17c48e33/&SpSessionAuthnAdapterId=miamiDF&TargetResource=https://dynamicforms.ngwebsolutions.com>

2. How can I check the status of my form?

Visit the *My Forms History* section and select the PDF view of the form. At the bottom of the form, you will see the signatures that are pending and the timestamps of the signatures that have already been collected.

3. How can I edit my form after I signed it and it was sent to the co-signers?

To correct a typo or change the email of one of your co-signers, you can call The Graduate School at 305-284-4154 or email gradforms@miami.edu to get the email address fixed.

4. How do I know the Graduate School received my form?

Once it is submitted through Dynamic Forms, The Graduate School has access to the form, but it will not be reviewed and processed until after all the co-signers have signed off on it.

If you have any questions or issues with Dynamic Forms, please contact the Graduate School at gradforms@miami.edu or 305-284-4154.