

GRADUATE SCHOOL
COLORADO STATE UNIVERSITY
1005 Campus Delivery
Ft. Collins, Colorado 80523-1005

Use this form ONLY AFTER your GS6 Program of Study form has been approved by the Graduate School. Once this form is processed and recorded, you will be notified via your e-mail address.

Instructions:

1. To find your program code, go to your [RAMweb](#) account and select “My Graduate Degree Plan” under the Graduate Students section. Your program code will be the 6-10 letter code listed under “Programs”.
2. Signatures are required for committee members/outside committee members and advisors/co-advisors being deleted. If signatures for deletions cannot be obtained because the member has left the University or is on sabbatical and cannot be reached, please list the reason on the signature line.
3. Obtain a CSU I.D. Number for those committee members/outside committee members and advisors/co-advisors being added.
4. If an existing committee member/outside committee member or advisor/co-advisor needs to change his/her status, it will be necessary to DELETE the old status and ADD the new status.
 - Example: committee member changing to co-advisor - DELETE under “Committee Member/Outside Committee Member Changes” section and ADD under “Co-Advisor Changes” section.
5. **Student** – Sign at the bottom of the printed GS9A form and secure your advisor and department head’s signatures.
 - Note: if a new advisor has been added on the GS9A form, please have your new advisor sign at the bottom of the printed GS9A form.
6. Submit the completed and signed GS9A form to the Graduate School at the address above for final processing.

All committee members must have one of the following:

1. Hold a current faculty appointment in an academic department at Colorado State University.
2. Hold a current faculty affiliate appointment in an academic department at Colorado State University.
3. Hold a current joint faculty appointment in an academic department at Colorado State University **or** have CoSRGE approval for committee service.