SETTING UP GRADUATE COMMITTEES IN GIMS

Graduate students at the University of Florida are required to have a supervisory committee composed of UF faculty who have been officially appointed to the UF Graduate Faculty. The supervisory committee is entered and updated by academic unit staff in GIMS.

NAVIGATION

First, navigate to GIMS https://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp and log in using your Gatorlink username and password.

1. Enter the student’s UFID in the UFID/Name field and click Find

2. Find the appropriate degree segment and click “Change.”

3. If the student has a minor, click the First Minor option on the left and enter the UFID of the minor representative. Click Next.
4. Click the Committee option on the left.

5. To appoint a committee chair, click on the Chair field and enter the faculty member’s UFID number.

6. Enter other committee members. The screen will show you which members are required for the student’s committee.

7. Click Next to verify the information is correct.
8. Click **Submit** to see the committee information in GIMS.

The committee information will be sent to the myUFL Student Information System automatically in about an hour, where you will be able to view the student’s Graduate Committee milestone.

If you need additional assistance, contact the Graduate College at graddata@ufl.edu.