1. OVERVIEW:

These instructions describe how to manage thesis/dissertation committees for your graduate students. The online system involves the following four user groups:

<table>
<thead>
<tr>
<th>User Group</th>
<th>Roles in Theses and Dissertations Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Graduate Students</td>
<td>Invite committee members to serve on committee; submit any requests for changes in the committee membership.</td>
</tr>
<tr>
<td>2. Committee Members</td>
<td>Committee members include committee chair, co-chair (optional), department members and external members. Committee members are selected from the Graduate Faculty database. Upon invitation, the invited members can accept/decline to serve on the committee, and also view their own students’ committee members and relevant activities.</td>
</tr>
<tr>
<td>3. Department Administrator</td>
<td>Department designee (generally the chair or program director who is assigned in this role: ‘Sign Thesis/Dissertation Committee Form’ through 1A.ADMIN-ROLES service) oversees the committee formation and approves any student requests for changes in the committee memberships.</td>
</tr>
<tr>
<td>4. Graduate School Admin</td>
<td>Graduate School performs the final sign-off after the committee has been formed and approved by the department, as well as reviewing any subsequent changes in the membership.</td>
</tr>
</tbody>
</table>

The following pages explain the steps a Department Administrator (who is assigned in ‘Sign Thesis/Dissertation Committee Form’ role, generally either the department chair/head or the program director) will need to take for officially approving a student’s thesis or dissertation committee, and forwarding it on to the Graduate School:

- Access to thesis/dissertation committees area
- Student listing page
- Thesis/dissertation committee summary page
- Committee approval at departmental level
- Approval of change in committee membership
- Overall workflow for forming a committee electronically
2. ACCESS TO THESIS/DISSERTATION COMMITTEE SITE:

The department administrator can access thesis/dissertation committee activities by logging in to “Graduate Administrative Services” [https://gradservice.ua.edu/login/dept.aspx] using myBama credentials, and then clicking on the “4A. ACADEMICS: a.Dept Admin” link on the main page.

(Note: when logging in as a regular faculty member you will use the “b. Grad Faculty” link, but when logging in for administrative purposes such as approving a student’s committee, you should use the “a. Dept. Admin” link.)

Once you click the “a. Dept. Admin” link, you will see the following main page:

Click “2b. Thesis/Dissertation Committee Activities”, as highlighted above, to open the student thesis/dissertations listing page (see below). There you can list your graduate students who have initiated or formed their committees online. To narrow down the list, use the filtering options (major, degree level, committee status, etc.); or you may look for a specific student by name or CWID.
To open a student’s thesis/dissertation committee page, click the “view” link across from the student’s name, in the right-most column.

You can filter the list by committee status. The committee status can be:
- Initiated
- In Progress, not yet formed
- Formed, pending Dept Admin approval
- Formed, pending Grad School approval
- Formed and Approved
- Rejected
- Inactive

If you click on “view,” the student’s committee page will show up.
3. THESIS/DISSERTATION ACTIVITY SUMMARY:

When you click “view” next to a student’s name, a summary of the student’s thesis/dissertation activity will open, as shown below. To see the student’s committee members, click on “review” in the right-most column, on line 1 (Committee Formation).

For doctoral students, this will be titled “Doctoral Dissertation Activities.”

Click the “review” link to open the committee membership page.

Currently, rows 2-4 are inactive. Eventually the system will allow for electronic thesis/dissertation approvals.
4. COMMITTEE ACTIVITY MAIN PAGE:

When you click “review,” (described in section 3) you will see the main page listing the student’s committee members and the status of each member’s invitation (e.g. “Accepted,” “Declined,” or “Pending”), as shown in the screenshot below. If you received a request to approve the committee, then all members should show up as “Accepted.” You may also view each member details by clicking ‘review’ on the right-most column (see section 6 for details).

To approve this committee and forward it to the Graduate Registrar for final approval, click “sign-off” in the line marked “Chair or Grad Director’s Approval”. If you had provided a decision before, then you should now see “update” link that enables you to change the approval status at any point.
5. COMMITTEE APPROVAL AT DEPARTMENTAL LEVEL

When you click on “sign-off” or “update”, as shown above, the following window will open, asking you to approve or disapprove the committee using the drop-down menu. You should also indicate who should receive email notifications of your action. The committee Chair and Graduate School are selected by default. You may also wish to notify the student, and/or all committee members; if so, click the appropriate boxes. Then click “Submit.”

Once the committee has been approved by you, the system will notify the Graduate School to review and give final approval to the committee (Note: if you are not assigned in ‘Sign Thesis/Dissertation Committee form’ role, you will not be able to submit department approval).

Once the Graduate School has finalized the approval, the system will mark the committee as “Formed and Approved.”
6. APPROVAL OF CHANGE IN COMMITTEE MEMBERSHIP

After a committee has been approved by the Graduate School, a student might wish to propose a change in the committee membership for a variety of reasons. If this occurs, the request will be routed to the department again for approval.

After logging in and navigating to the student list, and clicking “review” (see section 4), the committee screen will show the ‘pending approval’ if the student had initiated a change request, as shown in the screenshot below:

![Committee Membership Table]

Please click the link that says “review (pending approval).” The following window will appear:
You should mark the change as either “Approved” or “Not Approved,” using the drop-down menu. Then click “Submit to Graduate School.” (If you select “Not Approved”, the decision at the Graduate School will also be “Not Approved.”)

After the Graduate School responds to the change request, this update will be done accordingly, removing its “pending change request” status. Then in the future, the student may submit another change request, whenever needed, and that will trigger this process again.

Note: if a student removes a committee member and that no longer meets the committee requirements, the system will consider the committee as not formed. This will require the student to invite an additional committee member to complete the committee formation requirements. Then the form will be routed again to the department administrator for approval.
7. WORKFLOW OF COMMITTEE FORMATION:

In case it is helpful to you, the diagram below shows the detailed activities and interactions among the user groups required to form a committee.