

Graduate Advisory Committee Requests

[Pending](#) | [All](#) | [Open](#) | [Completed](#) | [Initiated](#) | [Find Student and Create Request](#)

[Redacted] - M.S. IN ENGINEERING SCIENCE

Student Name [Redacted]
Student ID [Redacted]
Program M.S. in Engineering Science
Emphasis Computer Science
Thesis/Dissertation Thesis

NEW REQUEST

Initiated By ROBIN A WIEBE
Initiated Date 06/04/2015
Select Anticipated Defense Term

Initiate

First you will select from the top menu . This menu will have different options depending on the type of user you are (student or faculty/staff). Select a link based on whether you wish to approve or edit a previously submitted request or create a new one.

This example will cover creating a new request. First you will be prompted to enter the anticipated term the student will defend their thesis or dissertation. This information can be edited at any time in the future, so a best estimate is fine.

Graduate Advisory Committee Requests

[Pending](#) | [All](#) | [Open](#) | [Completed](#) | [Initiated](#) | [Find Student and Create Request](#)

[Redacted] - M.S. IN ENGINEERING SCIENCE

Student Name [Redacted]
Student ID [Redacted]
Program M.S. in Engineering Science
Emphasis Computer Science
Thesis/Dissertation Thesis

NEW REQUEST

Initiated By ROBIN A WIEBE
Initiated Date 06/04/2015
Select Anticipated Defense Term

2014-2015 - Fall Semester

Initiate

Once the term has been selected, click "Initiate."

Graduate Advisory Committee Requests

Pending | All | Open | Completed | Initiated | Find Student and Create Request

██████████ - M.S. IN ENGINEERING SCIENCE

Status

Initiated - Graduate School

[View History](#)

Request Details

Request ID 11821944
Student Name ██████████
Student ID ██████████
Initiated By ROBIN A WIEBE
Initiated Date 06/04/2015
Program M.S. in Engineering Science
Emphasis Computer Science
Thesis/Dissertation Thesis

Once the request has been initiated this main screen will allow access to enter and edit all of the required information for the form. Some fields, such as First Enrollment Term and Anticipated Defense Date will already be populated but can be edited here if information is inaccurate.

Edit Request

First Enrollment Term

2011-2012 - Spring Semester

Please enter the term in which you first enrolled in your current program.

[Edit Enrollment](#)

Anticipated Defense Term

2014-2015 - Fall Semester

Please enter the term in which you anticipate defending your thesis/dissertation. This date may be edited.

[Edit Term](#)

Title of Thesis/Dissertation

Please enter your current thesis or dissertation title. This title may be edited.

[Add Title](#)

To Enter the title of the thesis or dissertation, select "Add Title." To add the members of the committee select "Add Thesis/Dissertation Committee."

Thesis/Dissertation Committee Members

Please enter the members of your thesis or dissertation committee.

[Add Thesis/Dissertation Committee](#)

[Review](#) [Send to Department](#) [Delete](#)

Notes

[Add Note](#)

Notes are viewable by everyone.

Graduate Advisory Committee Requests

Pending | All | Open | Completed | Initiated | Find Student and Create Request

██████████ - M.S. IN ENGINEERING SCIENCE

New Title of Thesis/Dissertation

Enter the title of the thesis or dissertation and click "Submit"

Please enter your current thesis or dissertation title. This title may be edited.

Graduate Advisory Committee Requests

Pending | All | Open | Completed | Initiated | Find Student and Create Request

██████████ - M.S. IN ENGINEERING SCIENCE

Thesis/Dissertation Committee Members

NAME	TITLE	DEPARTMENT	GRADUATE FACULTY	COMMITTEE CHAIR	START DATE	END DATE	STATUS
------	-------	------------	------------------	-----------------	------------	----------	--------

Start Date defaults to anticipated defense term start date.
At least one committee chair needs to be a full member of the graduate faculty.

Please enter the members of your thesis or dissertation committee.

To enter the committee members, first search by the faculty member's name.

Search Graduate Faculty

First Name

Last Name



Graduate Advisory Committee Requests

Pending | All | Open | Completed | Initiated | Find Student and Create Request

[Redacted] - M.S. IN ENGINEERING SCIENCE

Thesis/Dissertation Committee Members

NAME	TITLE	DEPARTMENT	GRADUATE FACULTY	COMMITTEE CHAIR	START DATE	END DATE	STATUS
------	-------	------------	------------------	-----------------	------------	----------	--------

Start Date defaults to anticipated defense term start date.
At least one committee chair needs to be a full member of the graduate faculty.

Please enter the members of your thesis or dissertation committee.

Submit Cancel

Then click "Add" to add them to the committee. Repeat these two steps until all committee members have been added.

Search Graduate Faculty

First Name

Last Name

NAME	TITLE	DEPARTMENT	GRADUATE FACULTY	
CHRISTY M WYANDT	ASSOCIATE DEAN OF THE GRADUATE SCHOOL, PROFESSOR OF PHARMACEUTICS AND RESEARCH PROFESSOR IN THE RESEARCH INSTITUTE OF PHARMACEUTICAL SCIENCES	GRADUATE SCHOOL	Full Member	<input type="button" value="Add"/>



Graduate Advisory Committee Requests

Pending | All | Open | Completed | Initiated | Find Student and Create Request

[REDACTED] - M.S. IN ENGINEERING SCIENCE

Thesis/Dissertation Committee Members

NAME	TITLE	DEPARTMENT	GRADUATE FACULTY	COMMITTEE CHAIR	START DATE	END DATE	STATUS
JOHN Z KISS	DEAN OF THE GRADUATE SCHOOL, PROFESSOR OF BIOLOGY, AND RESEARCH PROFESSOR IN THE NATIONAL CENTER FOR NATURAL PRODUCTS RESEARCH & THE RESEARCH INSTITUTE OF PHARMACEUTICAL SCIENCES	GRADUATE SCHOOL	Full Member	<input checked="" type="checkbox"/>	Start of Term	End of Committee	Remove
CHRISTY M WYANDT	ASSOCIATE DEAN OF THE GRADUATE SCHOOL, PROFESSOR OF PHARMACEUTICS AND RESEARCH PROFESSOR IN THE RESEARCH INSTITUTE OF PHARMACEUTICAL SCIENCES	GRADUATE SCHOOL	Full Member	<input type="checkbox"/>	Start of Term	End of Committee	Remove
MAURICE R EFTINK	ASSOCIATE PROVOST, PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY DIRECTOR OF ACCREDITATION AND INTERIM DIRECTOR OF INSTITUTIONAL RESEARCH	PROVOST/VC FOR ACADEMIC AFFAIRS	Full Member	<input type="checkbox"/>	Start of Term	End of Committee	Remove

Start Date defaults to anticipated defense term start date.

At least one committee chair needs to be a full member of the graduate faculty.

Please enter the members of your thesis or dissertation committee.

Submit

Cancel

Search Graduate Faculty

First Name

Last Name

Search

NAME TITLE DEPARTMENT GRADUATE FACULTY

When the committee members have been added one will have to be designated as the committee chair before the form can be submitted. Click the box to indicate which member will serve as chair. Then click to "Submit."

Request Details

Request ID 11821944
Student Name [REDACTED]
Student ID [REDACTED]
Initiated By ROBIN A WIEBE
Initiated Date 06/04/2015
Program M.S. in Engineering Science
Emphasis Computer Science
Thesis/Dissertation Thesis

Edit Request

First Enrollment Term

2011-2012 - Spring Semester

Please enter the term in which you first enrolled in your current program.

[Edit Enrollment](#)

Anticipated Defense Term

2014-2015 - Fall Semester

Please enter the term in which you anticipate defending your thesis/dissertation. This date may be edited.

[Edit Term](#)

Title of Thesis/Dissertation

Title of Thesis

Please enter your current thesis or dissertation title. This title may be edited.

[Edit Title](#)

Thesis/Dissertation Committee Members

Once all of the sections of the form have been completed select "Review" or "Reject" The options available on this step will vary based on whether the user is a student or faculty/staff member. If the form is complete and correct select "Review" Also please notice that there is an option to include notes on the form. This box is at the bottom.

PHARMACEUTICAL SCIENCES					
JOHN Z KISS	DEAN OF THE GRADUATE SCHOOL, GRADUATE SCHOOL		Full Member	Start of Term (08/25/2014)	End of Committee
	PROFESSOR OF BIOLOGY, AND RESEARCH PROFESSOR IN THE NATIONAL CENTER FOR NATURAL PRODUCTS RESEARCH & THE RESEARCH INSTITUTE OF PHARMACEUTICAL SCIENCES				
MAURICE R EFTINK	ASSOCIATE PROVOST, PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY	PROVOST/VC FOR ACADEMIC AFFAIRS	Full Member	Start of Term (08/25/2014)	End of Committee
	DIRECTOR OF ACCREDITATION AND INTERIM DIRECTOR OF INSTITUTIONAL RESEARCH				

Please enter the members of your thesis or dissertation committee.

Committee start and end dates are limited to active employment dates.

[Edit Thesis/Dissertation Committee](#)

[Review](#) [Reject](#)

Notes

Testing

JOHN Z KISS	DEAN OF THE GRADUATE SCHOOL, GRADUATE SCHOOL	Full Member	Start of Term (08/25/2014)	End of Committee
	PROFESSOR OF BIOLOGY, AND RESEARCH PROFESSOR IN THE NATIONAL CENTER FOR NATURAL PRODUCTS RESEARCH & THE RESEARCH INSTITUTE OF PHARMACEUTICAL SCIENCES			
MAURICE R EFTINK	ASSOCIATE PROVOST, PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY AFFAIRS	PROVOST/VC FOR ACADEMIC	Full Member	Start of Term (08/25/2014)
	DIRECTOR OF ACCREDITATION AND INTERIM DIRECTOR OF INSTITUTIONAL RESEARCH			End of Committee

Please enter the members of your thesis or dissertation committee.

Committee start and end dates are limited to active employment dates.

[Edit Thesis/Dissertation Committee](#)

✓ Ready to Submit to Graduate School

[Submit to Graduate School](#)

[Cancel](#)

After selecting "Review" you will need to select to "Submit." Again the wording and options here will depend on the type of user. Students will see an option to submit to the department and faculty/staff will see the option to submit to Graduate School. ;

Notes

Testing

Rhett Price on 02/10/2015 at 17:59:02