

DISSERTATION COMMITTEE SYSTEM TIP SHEET

Quick Reference Chart for Dissertation Committee Service –

<http://www.rackham.umich.edu/current-students/dissertation/committees/quick-reference-chart>

The Graduate Coordinator must enter the proposed dissertation committee. Once you have submitted the proposed committee, e-mails (with links to the system) are sent to the student, the Committee Chair/Co-chairs and the Grad Chair(s).

The student must confirm that this is the correct committee. The Committee Chair/Co-chairs and Grad Chair(s) must also go in to the system and approve the committee.

Once the confirmation and approvals have been entered, OARD will review the committee. If Special Members are requested, the Rackham Associate Deans may also review it. Once a decision is made, an e-mail will be sent to the student, cc'ing you.

Go to: <https://secure.rackham.umich.edu/OARD/dcs/index.php/DCSForm/coordAdd>

You are logged in as juliat [U-M Logout](#)

Dissertation Committee Form

Student Information

Student First Name

Student Last Name

U-M ID

Campus ID (username)

Doctoral Academic Program

If the student's Oral Defense Date is in less than 6 months, provide approximate date:

If the student is in an official SIDP/IIDP program, please choose that program and not either single degree program

Proposed Committee Membership

Please refer to the [Guidelines for Dissertation Committee Service](#).

SPECIAL MEMBERSHIP:

University faculty and staff who are not "Graduate Faculty" (as defined in the Guidelines for Dissertation Committee Service) and qualified people from outside the University of Michigan who may or may not hold academic appointments and whose service on the Dissertation Committee would contribute significantly may be nominated for special membership by submitting a vita or resume of the nominee, and checking the **Special Member** column below.

A retired Professor may be nominated to serve as a Chair or Cognate by uploading a memo by the retired Professor confirming that he/she has experience in serving on, and chairing dissertation committees (decision making experience as chair is required), served as a teacher of formal courses or seminars and served as a counselor or advisor for doctoral students, and checking the **Special Member** column below.

Please put a checkmark in the **Special Member** column if the member needs special approval. Note that if the special member has previously been approved to serve in that role, they would no longer be considered a "Special Member".

Special Member	Role	Name	Dept (e.g. Math) / Affiliation (e.g. Ford)	Title	U-M ID	Campus ID (username)	Remove Row(s)?
<input type="checkbox"/>	<select a role>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<select a role>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<select a role>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<select a role>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Chairs

Please put a checkmark in the **Special Member** column if the member needs special approval. Note that if the special member has previously been approved to that role, they would no longer be considered a "Special Member".

Please be sure to include U-M ID and/or Campus ID

Special Member	Role	Name	Dept (e.g. Math) / Affiliation (e.g. Ford)	Title	U-M ID	Campus ID (username)	Row(s)
<input type="checkbox"/>	Co Chair	Dracula	Screen Arts	Asst Prof	11111111	jrmis	
<input type="checkbox"/>	Co Chair	Mummy	Screen Arts	Prof	11111111	juliat	
<input type="checkbox"/>	Cognate	Werewolf	Biomedical Eng	Prof	11111111	sma	
<input checked="" type="checkbox"/>	Member	Nessie Monster	Loch Ness, Inc	CEO			

PLEASE BRIEFLY DESCRIBE THE NOMINEE'S EXPERTISE IN THE DISSERTATION TOPIC IN THE SPACE BELOW and/or upload a file describing the expertise in more detail.

Special Member Comments

Although Nessie has never been on film, she is an expert in the culture of monsters on film and is very valuable to the student's committee.

Supporting PDF Document

Nessie.pdf uploaded but you may replace it.

Check box, fill in Comments and upload supporting PDF for Special Members

Chairs

Committee Chair 1

Committee Chair1 Name Campus ID (username)
 or e-mail address

Committee Chair 2

Committee Chair2 Name Campus ID (username)
 or e-mail address

Graduate Chair 1

Grad Chair1 (or designate) Name Campus ID (username)

Graduate Chair 2

Grad Chair2 (or designate) Campus

Click this copy button to have the Chair(s) name(s) and Campus ID(s) from the lines above carry down to the chairs section so you don't have to enter information twice for U-M faculty

Only for non-UM e-mail addresses

In some departments, the graduate coordinator approves these forms for the grad chair – If your program works that way you can put your name/campus ID for the chair
 If student is in an approved SIDP/IIDP, be sure to include the other program's grad chair

To see committees you have entered and their status (before they are approved by OARD) go to:
<https://secure.rackham.umich.edu/OARD/dcs/index.php/DCSForm/coordList>

Dissertation Committees Submitted by Grad Coordinator

Student EmplID	Student Name	Academic Program	Oral Defense Date	Comm Chair 1 Status	Comm Chair 2 Status	Grad Chair 1 Status	Grad Chair 2 Status	Rackham Dean Status	Student Status
11111111	Walking Dead, The	Aerospace Engineering Doc	01/08/2014	approved	none	approved	N/A	approved	confirmed
11111111	Stein, Frank N	Screen Arts & Cultures Doc	12/31/69	none	none	none	N/A	N/A	confirmed

When you submit the committee, e-mails go to the Dissertation Chair(s), Graduate Chair(s) and the student. The chair goes to: <https://secure.rackham.umich.edu/OARD/dcs/index.php/DCSForm/chairList>

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Dissertation Committees Requiring Your Approval

Student EmplID	Student Name	Academic Program	Oral Defense Date	Status
95681743	Bird, Big	Biostatistics Doc	12/31/69	10/04/2013 (dledmund) Grad Coordinator SUB
11111111	Stein, Frank N	Screen Arts & Cultures Doc	12/31/69	10/11/2013 (juliat) Student SCON

They choose the student record they want to look at and get the following screen:

Chair Approval of Dissertation Committee

Student First Name: Frank N
 Student Last Name: Stein
 U-M ID: 11111111
 Campus ID (unique): juliat
 Doctoral Academic Program: Screen Arts & Cultures Doc
 Oral Defense Date:

Proposed Committee Membership

Special Member	Role	Name	Department	Title	U-M ID	Campus ID (unique)
No	Co Chair	Dracula	Screen Arts	Asst Prof	11111111	jrmis
No	Co Chair	Mummy	Screen Arts	Prof	11111111	dledm
No	Cognate	Werewolf	Biomedical Eng	Prof	11111111	sma
Yes	Member	Nessie Monster	Loch Ness, Inc	CEO		

Expertise Description Although Nessie has never been on film, she is an expert in the culture of monsters on film and is very valuable to the student's committee. **Expertise File** [Nessie.pdf](#)

Comments

Please approve or not approve the dissertation committee listed above. You may enter comments, if you wish.

If OARD approves the committee, an email will be sent to the student informing them of the decision. You will receive a copy of that e-mail.

If OARD does not approve the committee, an e-mail will be sent to you only, letting you know the decision.