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 into 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
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

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

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

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

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

<table>
<thead>
<tr>
<th>Student EID</th>
<th>Student Name</th>
<th>Academic Program</th>
<th>Oral Defense Date</th>
<th>Comm Chair 1 Status</th>
<th>Comm Chair 2 Status</th>
<th>Grad Chair 1 Status</th>
<th>Grad Chair 2 Status</th>
<th>Rackham Dean Status</th>
<th>Student Status</th>
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<td>Screen Arts &amp; Cultures Doc</td>
<td>12/01/199</td>
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<td>none</td>
<td>none</td>
<td>N/A</td>
<td>N/A</td>
<td>confirmed</td>
</tr>
</tbody>
</table>
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

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

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.