Student Committee Membership Documentation

Student Committee (https://goapp.ucsd.edu/committee) is an online application that allows departments to request student doctoral and/or masters committee memberships. After an initial setup by a department administrator, committee chair, department/program chairs, and OGS Dean can review requests, approve and sign. This documentation covers the pages available to administrators.

1. Home

The “Home” page displays the policy for committee memberships.

2. Manage Users

Before a department can begin using the Student Committee system, OGS needs to assign a user in your department administrative privileges. The department administrator (admin) will then go through a few steps to set up her department for making online requests. Logging in using single sign-on, the department administrator goes to the “Manage Users” tab to create new user accounts for reviewers/approvers and administrators. There are a few options when assigning user roles:

- Admin – This role has access to all the functionality of the site (e.g. manage users, initiate request and track status of requests).
- Department Chair/Department Vice Chair – This role approves and signs the department committee request form.

Joint Doctoral Programs require additional reviewers/approvers:

- Program Chairs (UCSD and Joint Program)
- Joint Program Dean
NOTE: Because the system relies on Single Sign On (SSO), the user’s email must match their SSO email registration. For UCSD employees, blink directory will provide the correct email address. For affiliates, your department DSA should provide you with the email address that was used to register with the affiliate’s account.

3. Committee

The “Committee” tab is where you can fill out/initiate your requests and track status of your requests. By selecting “Committee Request”, it will displays a list of current students. If you manage more than one departments/programs, you may switch by selecting the appropriate department from the Select Department dropdown.

To request a student’s committee membership, select the student name in the left scrolled box. Then click on the committee type: Request for Master Committee or Request Doctoral Committee box. The form will appear.
Click Add Faculty button, a dialog box will appear. Type name of faculty (Lastname first), the system will display a list of choices (this information is gathered from the campus PPS data warehouse with the faculty current appointments and their department affiliations). Please choose the appropriate name and title and appropriate boxes. If a CV is required, click “Browse” at the CV box to upload CV (pdf only). Click Add to add the faculty information. Continue to add all your committee members.

There is also a Department Comment box for you to input any comments.

If the request is an exception, put a check mark next to “Request for exception”. A department request comment box will appear; this is your opportunity to enter in the exception request letter on behalf of your committee chair. The committee chair also have the access to this to modify or add the letter before signing.

Once you are done with adding committee members, choose the department chair or vice chair to route for signature. Then you have 3 options:

1. Save Form – saves the form, you could modify/update at a later time.
2. Cancel Form – cancels the form and start over
3. Save and Route for Signature – saves the form, and route for appropriate signatures. The form is final. You can no longer modify the form. Please be sure to check the appropriate boxes to route for signatures before choosing this option.
“Committee Status” provides status reports of your requests. You can filter your report by selecting the options available with the dropdown boxes.

Click on the student’s name will give you the details.
Signature Routing:

1) New Committee:
   a) Department Chair or Vice Chair
   b) OGS

2) New Committee with request for exception:
   a) Committee Chair
   b) Department Chair or Vice Chair
   c) OGS

3) Reconstitution:
   a) Committee Chair
   b) Department Chair or Vice Chair
   c) OGS

4) JDP Committee:
   a) 2 Program Chairs (one from each institution)
   b) JDP Dean
   c) OGS

Automatic email notification will generate according to the hierarchy above. Department graduate coordinator that initiated the request will be copied on all email notifications and all denied requests. All denied requests are available for modification and re-submission.

FACULTY PAGE

Upon successful login, faculty will see a list of their pending and signed forms:

Click on the student name will display the form for approval:
Faculty could either approve or not approve. If they click I approve, they could provide optional comments for graduate coordinators, then the form will automatically route to OGS. If they click on I don’t approve, then we require that they provide reasons to you so that you may modify the form and re-submit.

Ogs-help@ucsd.edu for any questions.