

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.

You are signed in as Cynthia Vu :: LOGOUT

OGS STUDENT COMMITTEE UC San Diego

Home Committee OGS Faculty Manage Users

OGS STUDENT COMMITTEE POLICY

Completed committee form must be electronically submitted to the Office of Graduate Studies **no later than two weeks prior to the date scheduled for the qualifying examination.**

Membership of the Ph.D. doctoral committee must comply with the [Manual of the San Diego Division, Academic Senate, Regulation 715](#), which states:

A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student's chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student's major department. [Am 10/26/93]

Departments are responsible for ensuring that a Ph.D. doctoral committee complies with Regulation 715 by appointing at least two members differing in academic specialty from the student, regardless of whether these members are from inside or outside the student's department.

Membership of the D.M.A. doctoral committee must comply with the [Manual of the San Diego Division, Academic Senate Regulation 717](#).

Membership of the Ed.D. doctoral committee must comply with the currently approved language: The standard Ed.D. dissertation committee consists of three or more faculty members appointed by the Dean of Graduate Studies under the authority of the Graduate Council. Each committee will have no fewer than two faculty members at the level of Associate Professor or above or Lecturer with Security of Employment or above (those granted approval by OGS).

Departments are advised to refer to the [Doctoral Committee Membership](#) table, which specifies which academic titles may serve on doctoral committees and in what capacity.

The department chair's electronic approval of the committee form is certification that the composition of the doctoral committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.

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UC San Diego

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

Student Committee Membership Documentation

Add/Edit User
✕

Email:

Department:

Administrator: No Yes

Role:

- Department Chair
- Department Vice Chair
- Joint Doctoral Program**
- UCSD Program Chair
- SDSU Program Chair
- SDSU Dean
- CSUSM Program Chair
- CSUSM 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 display 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.

OGS STUDENT COMMITTEE
UC San Diego

Home
Committee
OGS
Faculty
Manage Users

Committee Request
COMMITTEE MANAGEMENT TOOL
Committee Status

Select Department: Status: Committee Type: Name or PID:

- Asuncion Salmean, Sergio (NOAW)
- Augsburger, Christina S (PHD)
- Baltzel, Sarah I (PHD)
- Balaswaminathan, Sowparnika (PHC)
- Beasley, Melanie Marie (PHD)
- Beaulieu, Devin Burnett (PHD)
- Bennalack, Kathleen Cella (PHD)
- Berman, Michael David (PHD)
- Boswell, Alicia M (PHD)
- Bronkema, Joanna Marie (PHD)
- Budden, Ashwin (PHD)
- Butt, Waqas H (PHD)
- Danely, Jason A (PHD)
- Daniels, James Taimadge (PHD)
- Dawley, William C (PHD)
- Dulin, John C (PHD)
- Duzel, Esin (PHD)
- Elinoff, Eli Asher (PHD)
- Eliot, Krista Shawn (PHD)
- Elerby, Benjamin Adam (PHD)**
- Fauvelle, Mikael David Hayden (PHD)
- Fontana, Erica L (PHD)
- Gaggio, Giacomo (PHD)
- Garcia-Humphrey, Natasa (PHD)
- Gidding, Aaron David (PHD)
- Gideonse, Theodore Karwoski (PHD)
- Goico, Sara Alida (PHD)
- Green, Logan (PHD)
- Green, Ulrike Matthias (PHD)

STUDENT

Name: **Elerby, Benjamin Adam** Major: AN75
 PID: A53012788 Specialty: (required)
 Degree: PHD JDP: No
 Department: ANTH-Anthropology

DOCTORAL COMMITTEE - NEW

Date	Name/Email	Title	Specialty	Department	CV	Member
At least two members must represent academic specialties that differ from the student's chosen specialty. The committee must also include at least one tenured or emeritus member from outside the student's major department.						

Request for exception

Department comment:

SIGNATURE(S):

Saign, Norienne C -- Department Chair

Student Committee Membership Documentation

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.

ADD DOCTORAL COMMITTEE MEMBER
✕

Name: *

Title: *

Email: *

Department: *
Show Department List

Academic Specialty: *

Member: *

CV:

* Required.
The Academic Specialty column must be completed for each doctoral committee member for Ph.D. or DMA degrees only.

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.

Select Department: ANTH
Status: Current Student
Committee Type: All
Name or PID:

Asuncion Salmean, Sergio (NOAW)

Augsburger, Christina S (PHD)

Baltzel, Sarah I (PHD)

Balaswaminathan, Sowparnika (PHD)

Beasley, Melanie Marie (PHD)

Beaulieu, Devin Burnett (PHD)

Bennalack, Kathleen Celia (PHD)

Berman, Michael David (PHD)

Boswell, Alicia M (PHD)

Bronkema, Joanna Marie (PHD)

Budden, Ashwin (PHD)

Butt, Waqas H (PHD)

Daneley, Jason A (PHD)

Daniels, James Talmadge (PHD)

Dawley, William C (PHD)

Dulin, John C (PHD)

Duzel, Esin (PHD)

Elnoff, Eli Asher (PHD)

Elot, Krista Shawin (PHD)

Ellerby, Benjamin Adam (PHD)

Fauvelle, Mikael David Hayden (PHD)

Fontana, Erica L (PHD)

Gaggio, Giacomo (PHD)

Garric-Humphrey, Natasa (PHD)

Giddings, Aaron David (PHD)

Gidensie, Theodore Karwowski (PHD)

Goico, Sara Aida (PHD)

Green, Logan (PHD)

Green, Ulrike Matthies (PHD)

Hagerman, Kiri Louise (PHD)

Hahn, Lauren D (PHD)

Hallman, Heather Spector (PHD)

Hanson, Kari Lynne (PHD)

Haug, Jordan Ross (PHD)

Henner, Kevin (PHD)

Hoenes del Pinal, Eric (PHD)

Horton, Caroline F (PHD)

Howard, Amanda Jayne (PHD)

Howland, Matthew David (PHD)

Hrvoj Mihic, Branka (PHD)

STUDENT

Name: **Augsburger, Christina S** Major: AN75

PID: A02322037 Specialty: Biological

Degree: PHD JDP: No

Department: ANTH-Anthropology

DOCTORAL COMMITTEE - RECONSTITUTION

Date	Name/Email	Title	Specialty	Department	CV	Member
01/31/2013	BRENNER, SUZANNE A sbrenner@ucsd.edu	ASSOCIATE PROFESSOR-ACAD YR (100%)	BIOLOGICAL	ANTHROPOLOGY		CHAIR
01/31/2013	KAYALI, HASAN hkayali@ucsd.edu	ASSOCIATE PROFESSOR-ACAD YR (100%)	ANCIENT	HISTORY		MEMBER
01/31/2013	LEVY, THOMAS E tlevy@ucsd.edu	PROFESSOR - ACADEMIC YEAR (100%)	ANCIENT	ANTHROPOLOGY		MEMBER
01/31/2013	LUFT, DAVID S. dluft@ucsd.edu	PROFESSOR EMERITUS (WO SAL) (0%)	MIDDLE EAST	HISTORY		MEMBER
01/31/2013	MEEKER, MICHAEL E. mmeeker@ucsd.edu	PROFESSOR EMERITUS (WO SAL) (0%)	MIDDLE EAST	ANTHROPOLOGY		MEMBER

REASON FOR THE CHANGE:

Parish has left UCSD

SIGNATURE(S):

DOCTORAL COMMITTEE CHAIR: Brenner, Suzanne A Routed for signature

DEPARTMENT CHAIR: Saign, Norienne C Waiting for signature

OGS APPROVED: Dean of Graduate Studies Waiting for signature

Total: 95

Student Committee Membership Documentation

“Committee Status” provides status reports of your requests. You can filter your report by selecting the options available with the dropdown boxes.

You are signed in as Cynthia Vu :: LOGOUT

OGS STUDENT COMMITTEE
UC San Diego

[Home](#) | [Committee](#) | [OGS](#) | [Faculty](#) | [Manage Users](#)

COMMITTEE STATUS

Depts: |
 Committee Type: |
 Type: |
 Submit Via: |
 Status:

Search

2 student(s) found on this search results.

Student Name	PID	Dept	Comm Type	Type	Status	Overall Status		
Daniels, James Talmadge	A53024867	ANTH	Doctoral	New	Pending	Department Chair	Saign, Norienne C	Routed for signature
						OGS	Dean Of Graduate Studies	Waiting for signature
Fauvelle, Mikael David Hayden	A08054406	ANTH	Doctoral	New	Pending	Committee Chair	Levy, Thomas E	Routed for signature
						Department Chair	Saign, Norienne C	Waiting for signature
						OGS	Dean Of Graduate Studies	Waiting for signature

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

DEPARTMENT STUDENT COMMITTEE REVIEW
✕

STUDENT

Name: Daniels, James Talmadge PID: A53024867 Degree: PHD Department: ANTH-Department of Anthropology	Major: AN75 Specialty: nn JDP: No
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DOCTORAL COMMITTEE - NEW

Date	Name/Email	Title	Specialty	Department	CV	Member
01/31/2013	ABARBANEL, HENRY DON ISAAC habarbanel@ucsd.edu	RESEARCH_____ - ACADEMIC YEAR (50%)	YY	MARINE PHYSICAL LABORATORY		CHAIR
01/31/2013	ADAMS, JOSEPH A. j2adams@ucsd.edu	PROFESSOR-MEDCOMP-A (100%)	UY	PHARMACOLOGY		CO-CHAIR
01/31/2013	ACKERMAN, FARRELL fackerman@ucsd.edu	PROFESSOR - ACADEMIC YEAR (100%)	NN	LINGUISTICS		MEMBER

SIGNATURE:

DEPARTMENT CHAIR: Saign, Norienne C	Routed for signature
OGS APPROVED: Dean of Graduate Studies	Waiting for signature

CLOSE

Student Committee Membership Documentation

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:

The screenshot shows the UC San Diego OGS Student Committee Faculty Page. At the top, it says "You are signed in as Cynthia Vu :: LOGOUT". The page title is "OGS STUDENT COMMITTEE" and the UC San Diego logo is on the right. A navigation bar includes "Home", "Committee", "OGS", "Faculty", and "Manage Users". The main heading is "FACULTY". Below it, there is a "PENDING LIST" section with a note: "(Please click to the student's name on left column to view and sign)". It shows 1 record(s). The table has columns: Student Name, PID, Dept, Role, Except, and Signature. The data row shows Abraham Akinin (PID: A50059013, Dept: BENG, Role: Department Chair, Except: No). The Signature column is split into two rows: "Department Chair" signed by "Vu, Cynthia L K" (status: Routed for signature) and "OGS" signed by "Dean of Graduate Studies" (status: Waiting for signature). Below the pending list is a "SIGNED LIST" section showing 0 record(s).

Student Name	PID	Dept	Role	Except	Signature
Akinin, Abraham	A50059013	BENG	Department Chair	No	Department Chair Vu, Cynthia L K OGS Dean of Graduate Studies

Click on the student name will display the form for approval:

Student Committee Membership Documentation

FACULTY COMMITTEE MEMBER SIGNATURE

STUDENT

Name: Akinin, Abraham	Major: BE75
PID: A50059013	Specialty: test
Degree: PHD	JDP: No
Department: BENG-Department of Bioengineering	

DOCTORAL COMMITTEE - NEW

Date	Name/Email	Title	Specialty	Department	CV	Member
02/5/2013	VU, CYNTHIA lvu@ucsd.edu	TEST	TEST	BIOENG		MEMBER

SIGNATURE:

DEPARTMENT CHAIR: Vu, Cynthia L K	<i>Routed for signature</i>
OGS APPROVED: Dean of Graduate Studies	<i>Waiting for signature</i>

I approve I don't approve

Optional comment for your graduate coordinator

SIGN AND SUBMIT

(PLEASE NOTE: Committee form can NOT be edited after "SIGN AND SUBMIT")

CLOSE

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.