Background

If your graduate program requires you to assemble a Graduate Advisory Committee, you will propose membership and the role for each member through your Enrolled Student Progress Portal (https://gradapply.uga.edu/portal/my_progress) using these instructions.

After submitting the form, the Graduate school will review it and validate your proposed members. Then, the entire committee is approved by the Graduate Coordinator for your program. This approval workflow occurs within GradSlate with communication by email.

Even if your graduate program does not require a full committee, you should still use your Portal to assign your Major Professor or Faculty Supervisor. No approval workflow is required for this assignment.

Viewing Committee Members

As you assemble your committee, you can always see your progress in the AdvCmte tab of your portal. After final approval, this will continue to list your committee members. Any changes to your committee will also be visible (membership history is retained). Use the link above to access your portal (MyID login required). If necessary, click the AdvCmte tab and you will see a list. If you are just beginning, the list will be empty. The How-to button links to this document.

If you are (or have been) enrolled in more than one program (e.g., MS, PHD), you will see a dropdown selector to choose the program. Each program has a separate committee, so be sure you are displaying the correct program before assembling your committee.

UGA ID: ********* `Reveal UGA ID`   **UGA MyID:** ▓▓▓▓▓▓
UGA Email: ▓▓▓▓▓▓@uga.edu   Change your email address
Status: Enrolled Student
Residency Status: International Student   **Information for International Students**

If you have enrolled in more than one Program, a dropdown on the right will allow you to select another Program. If this takes you to your Status Page, click the link "Go to your Enrolled Student Progress Portal"

Program: PHD, Biomedical Engineering (Chem, Materials, & Biomed Eng) [PHD_BIOE]
`Program Website`   `Grad Program Directory`
Start Term: Fall 2024   **Emphasis:**
Slate Program ID: 283714605   **Department:** CMBE
Academic Standing: Good Standing   **College:** College of Engineering
GPA: **Campus:** Athens

| **Adv Cmte** | Actions | Edit Address | Resources | Events |

NOTE: You are responsible for confirming that any members you propose are willing to serve.

Graduate Advisory Committee   Add Member / Propose Change
`How-to`
No data were found; use the Add Member ... link to propose committee members

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(If your graduate program does not require a committee, you will see text requesting a Major Professor.)

Before you use this tool to propose committee members, pay attention to the NOTE. Be sure to contact the faculty members you are proposing to confirm that they are willing to serve in the role (Major Professor, Co-Major Professor, Committee Member) you expect to propose.

Adding new proposed members

Use the Add Member / Propose Change link to open the **Manage Graduate Advisory Committee** form:

Under **What change would you like to make?**, you have the four choices shown. Choosing *Add a new member*, opens the form:

Next, select the appropriate **Committee Level**:

- *For PHD, EDD, DMS, and DRPH programs*, this is a Doctoral Advisory Committee.
- *For MS, MA, and all other Masters programs*, this is a Thesis Advisory Committee.
- Choose Non-Thesis Degree Program if (a) your program does not require a committee and you are entering your Major Professor or (b) your program has asked for an informal committee.

In the middle section, choose your **UGA Members.** You can scroll through the (long) drop-down list, or type the First Last Names to narrow down the search. The NOTE tells you what to do if you cannot find the faculty member you want to propose.

If you are adding an external (Non-UGA) committee member, enter *both* name and email address; the asterisk points to the bottom of the form (not shown above) that allows you to upload two *required* documents: CV and letter of justification (which must be signed by your Graduate Coordinator),

After selecting your committee member, select the appropriate **Role** among the three choices available: *Major Professor, Co-Major Professor, Committee Member*. Choose *Co-Major Professor* for both faculty members sharing that Role.

For **Status**, you can leave the default *Active*.

For **Voting**, you can leave the default *Yes* in most cases. Only select *No* for voting if you already have an external voting member and want to add an additional external member OR your external member does not hold a terminal degree.

The **From** date is defaulted to the current date. There is no need to enter a **To** date for active committee members.

When you click Submit, you are returned to your portal and the selected proposed member is listed in the table. As you add other members or make changes, your portal list is updated.

Adv Cmte	Actions	Edit Address	Resources	Events

NOTE: You are responsible for confirming that any members you propose are willing to serve.

Graduate Advisory Committee   Cmte Status: Proposed   Add Member / Propose Change

How-to

Valid?	Cmte Level	UGA Member	Ext Member	Role	Active?	Voting?	From	To
N/A	DC	Jin Xie		Committee Member	Active	Yes	09/07/2024	

Note, the N/A under **Valid?** is OK. After you submit the form, an email will be sent to the Graduate School asking them to validate that this faculty member can serve. Once this validation occurs N/A will change to Yes. If the member is not valid or there are other changes needed, you will receive an email with details.

There is no need to wait before proposing additional committee members. Use the Add Member / Propose Change link to propose the addition of more committee members.

Replacing existing member

For various reasons, it is not uncommon to need to replace a committee member. On the **Manage Graduate Advisory Committee** form, from the **What change would you like to make?** drop-down list, select *Replace an existing member*.

You will be filling out the form with data about the *new* member, while providing Instructions about the *current* member being replaced.

First, enter all of the information about the *new* member as described above under **Adding new proposed members.**

Next, fill out the **Instructions** field with the name of the *committee member you want replaced*. The details on this form indicate who to replace them with and the date that change should take effect.

Submitting the form sends an email to the Graduate School with these instructions. They will add a To Date to the previous member and validate the new member. Any change to your committee goes through the same approval workflow that includes the Graduate Coordinator.

Removing existing member

Less frequently, you may need to remove a member without replacing them. (Whether this is acceptable depends on the committee makeup, program requirements, etc., but will be handled through the approval workflow.)

On the **Manage Graduate Advisory Committee** form, from the **What change would you like to make?** drop-down list, select *Remove an existing member*. In the **Instructions** field, specify the name of the committee member you want removed, and the date when this removal should be effective.

When you submit the form, these instructions are sent to the Graduate School for adding a To Date to that member and deciding whether they can approve the remaining committee to send to the Graduate Coordinator for approval.

Changing Role of existing member

Occasionally, a faculty member will remain on your committee, but with a different role. For example, one of your Co-Major Professors may depart and you need to change the role for the remaining one to Major Professor. Or perhaps you change your Co-Major Professor to one of your Committee Members.

On the **Manage Graduate Advisory Committee** form, from the **What change would you like to make?** drop-down list, select *Change role of existing member*. As shown below, this brings up the same *Add a new member* form described earlier, but with additional instructions (red font):

Like before, select the **Committee Level** and add the name of the member under **UGA Member** or **Non-UGA Member.** Select the member's new **Role**. Leave Status as *Active*, and select the appropriate **Voting?** option.

Submitting this form sends an email to the Graduate School to add a To Date to the member record with the old Role and validate the new record with the same member and the new Role. This is how the history of your committee is retained. Once again, the approval workflow is triggered so that the Graduate Coordinator can approve the new committee makeup.

Responding to requests from approval workflow

Your entries on the **Manage Graduate Advisory Committee** form are just proposals that must be approved through an approval workflow. The first step is for the Graduate School to validate that each proposed member is approved to serve on a graduate advisory committee. Until you have proposed a complete committee, you will receive emails that each member is valid but with instructions about what constitutes a complete committee that satisfies Graduate School requirements. When the Graduate School sees this "complete" committee, it moves the entire committee to the next step of the workflow at which the student's departmental graduate program (Graduate Coordinator or Graduate Coordinator Assistant) reviews the committee makeup to approve it. If all these approvals occur, you will receive an email that your committee is approved.

At any stage of the approval workflow, there may be questions or concerns about particular proposed members or about the entire committee makeup. When that happens, either the Graduate School or your program administrators complete a Review Form where they enter their explicit concerns; this triggers an email to you containing those concerns. Your response to these concerns will be by following one of the paths already described. You cannot delete member records and you cannot edit member records. So you will submit the **Manage Graduate Advisory Committee** form again in response and add explicit Instructions for the Graduate School to follow.

Of course, there will be situations for which this approach would just cause more confusion, so you should feel free to contact the Graduate School directly by email (address on the email from the workflow) to agree on how to handle unusual circumstances.