

# How to Enter a Thesis or Dissertation Committee

1. Go to GradTracker: <https://gradapps.uc.edu/GradTracker>.
2. Find the student using the Student search icon using M# or name. Alternately, you could click My Programs, select the program, then select the student.



3. Click Select to the left of the student's name.
4. Click the Academic Status icon on the top menu.

[<< Back](#)



5. Click the Committee Info link in the left nav bar.
6. From here you can either add a committee or edit an existing committee.

## Adding a New Committee

### Status

Select Chair  +      Select Members  +

It is recommended but not required that you add the chair first.

- To add a chair, click the box below Select Chair. Start to type in the last name of the chair then pause. Matching results will appear. Select the correct name. Then click the +. You may add a maximum of two chairs. If you make a mistake, click the red X next to the faculty member's name. That will delete the name from the committee.
- Add Members by repeating the same steps as above in the box below Select Members. Dissertation committees require a minimum of 3 total participants on the committee. Thesis committees require a minimum of 2.

If the person you wish to select is not in the list, this process has not changed. Please email Amy Robinson Wheeler in the Grad School.

## Editing an Existing Committee

To edit a committee, click the Edit Committee button. You may then delete and add chairs and members using the same process as when you create a new committee.

### Committee Information

MEMBER NAME	MEMBER ROLE
	CH
	MB
	MB

### Candidacy Details