

THESIS COMMITTEE MEETING TRACKER ONLINE APPLICATION USER GUIDE



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Johns Hopkins University

School of Medicine

Table of Contents

A. Getting Started	3
1. User Access.....	3
2. JHED Login	4
3. External User Account.....	4
a. Registration	4
b. Forgot Password.....	6
B. Process Overview	6
C. Instructions	8
D. Thesis Committee Form	9
1. Form Sections.....	9
2. Form Status	11
3. Export as PDF	12
E. Student Portal.....	12
1. My Committees Tab	12
a. Create a New Committee	12
b. Editing Committees.....	13
2. My Meetings Tab.....	15
a. Editing a Meeting	15
b. View/Sign the Meeting Form	16
3. Instructions and “?” Tabs	16
F. Committee Member and Advisor Portal.....	17
1. Thesis Committee Meetings Tab.....	17
a. “View Committee” Column	17
b. “Action” Column.....	18
c. “Chair Recall” Column	19
d. Search Tool.....	19
2. Pending Tab.....	19
3. Instructions and “?” Tabs	19
G. Administrator Portal.....	20
1. Admin Tab	20
2. User Tab	20
3. Students Tab.....	21

a. Student Search	21
b. Individual Student Record	21
4. Committees Tab	24
a. Create Committees	24
b. Review or Edit Committees	25
5. Faculty Tab	25
a. How to update faculty information	26
6. Student Meetings Tab	26
a. “Committee Review” Column	27
b. “File” Column	27
c. “Action” Column	27
d. Search Tool	27
7. Email Management Tab	27
a. Email Template Management	28
b. Pending Email Approval	28
8. Reports Tab	29
9. Instructions and “?” Tabs	29
H. Technical support	29

A. Getting Started

1. User Access

To start, navigate to the Committee Meeting Tracker application using the URL: <https://tcform.jhmi.edu/>

Thesis Committee Meeting Tracker Login screen. Users with JHED must login with their JHED credentials. External Users must login with External login account.

There are four (4) different user type roles for user accounts in the system. Different users with different roles will see different data. These are the following:

- **Admin User** - Authorized staff from the different programs/ offices who are designated users of the system
- **Student User** - Current students with PhD programs at the Johns Hopkins University School of Medicine
- **Internal Faculty User** - Advisor or Committee members internal to the Johns Hopkins University who have a JHED ID
- **External Faculty User** - Advisor or Committee members external to the Johns Hopkins University who do not have a JHED login

2. JHED Login

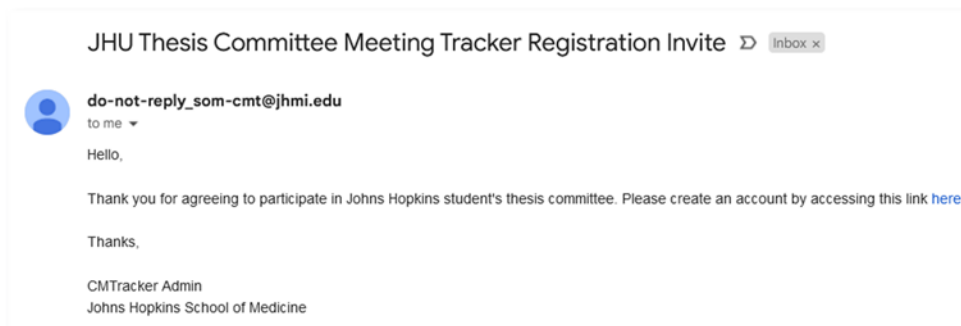
All users who are Hopkins affiliates are required to use their JHED ID and password to login.

3. External User Account

a. Registration

- Committee Members or Advisors who do **not** have a JHED ID are required to register as a user in the system.
- Students who wish to add an External faculty as a Committee Member, should first check the Faculty list in the system. If the external faculty member is not listed, the Student should email their Program Administrator with a request that this external faculty member is invited.
- Program Administrators can send a “Registration Invitation” to the External Faculty by going to the Faculty Tab, and clicking on the blue button “Send Registration Invitation to External Faculty.”
 - Before sending the invitation, please make sure that (1) this faculty member is not already listed in the faculty list and (2) they do NOT have a JHED ID. If they have a JHED ID, please open a ticket with OIT so that they add them with their Hopkins account.

- External users will receive an email invite with a link to a registration form:



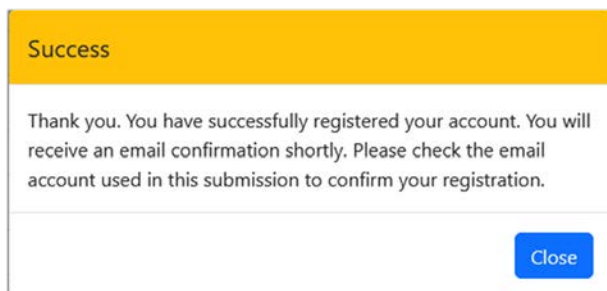
Thesis Committee Meeting Tracker Registration Invite. Create an account through Registration Invite link.

The link opens to a registration page where they need to add their information and create a password:

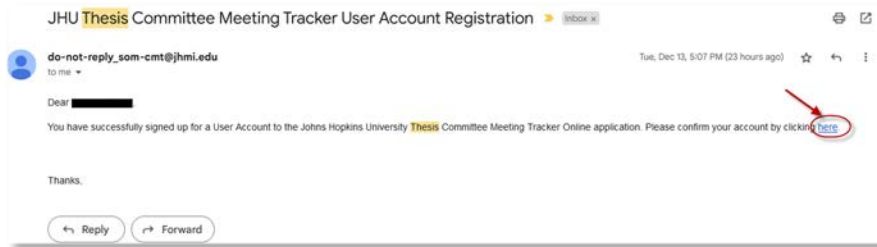
A registration form titled "Thesis Committee Meeting Tracker". The form is titled "Register" and says "Create a new account." It contains the following fields: "Email", "User Name *" (highlighted in yellow), "First Name *", "Last Name *", "Affiliation (Institution/ Department) *", "Password ? *" (highlighted in yellow), and "Confirm Password *". There is a green "Register" button at the bottom.

Thesis Committee Meeting Tracker Registration Form. All fields marked with () are required.*

Upon successful registration, External users are required to verify their account by clicking on the confirmation email sent to the email address registered with the account.



Thesis Committee Meeting Tracker Registration Successful Registration message



Thesis Committee Meeting Tracker Registration Confirmation email. Users must verify their account by clicking on the confirmation link.

b. Forgot Password

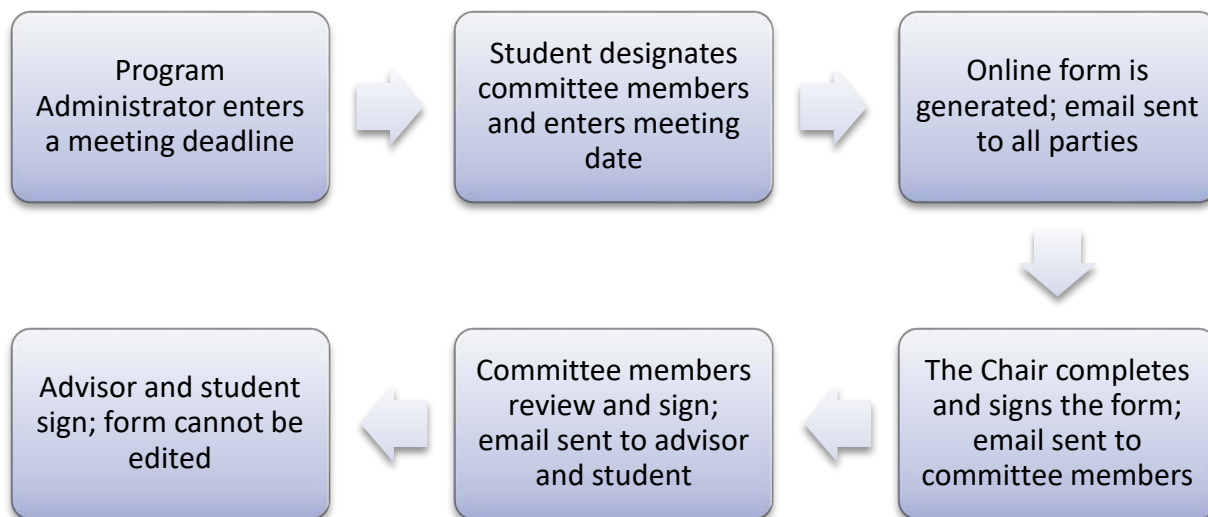
An external user can reset their password as follows:

- Click on the “Forgot your password?” link found at the right bottom of the login screen.
- Enter the username associated with the user account.
- A link to reset the password will be forwarded to the email account on file.

A screenshot of a web form titled "Forgot your password?". Below the title is the instruction "Enter your User Name.". There is a text input field labeled "User Name". Below the input field is a button labeled "Email Link".

B.Process Overview

The Thesis Committee Meeting Tracker application portal allows users to view and manage the completion trajectory of thesis committee meetings. This flowchart provides an overview of the process:



Here are the steps:

1. **All users affiliated with Johns Hopkins should use their JHED ID to log in.** Committee members not affiliated with Hopkins can create an external account.
2. **The program administrator creates a deadline for the student's first meeting. This is required.** The student cannot enter meeting information unless there is an associated deadline.
3. The student arranges and schedules their meeting (outside this application) based on the above deadline and then the student logs in the system to enter their meeting information:
 - **Create Committee:** The student creates a committee by selecting faculty from a list and indicating who will be the chair.
 - **Set Meeting Date:** The student finds the meeting with the appropriate deadline and enters an actual meeting date and the corresponding committee. This action generates the Thesis Committee Meeting Form for the meeting.
4. The meeting form can be viewed by all parties but **only the committee chair can edit it.** The chair may edit the form during and after the meeting and may save the form at different stages of completion.
5. After the chair completes and signs the form, it becomes available for the committee members to sign.
6. The committee members receive an email to let them know that the form is available for them to sign. If there are any corrections they want to suggest *before* signing, they would need to contact the Chair who is able to recall the form and make additional edits.
7. After all committee members sign, an email is sent to the advisor to let them know that the form is ready for their signature.
8. After the advisor signs, an email is sent to the student to inform them that the form is ready for their signature.

9. After the student signs, the form can be viewed by all users but cannot be edited (i.e., the student signature locks the form).
10. Saving the student's first meeting form automatically generates subsequent meeting deadlines based on the program's rules (e.g., annual deadlines for 3 more years). Program administrators may adjust these deadlines as needed and may create additional deadlines if all earlier instances have been used.

Individual meeting forms and other student data are accessible to different user types as described in the sections below.

C. Instructions

This Guide is available for all users through the “?” icon on the Top Navigation menu of the system. The “Instructions” Tab on the same menu is also available for all users and provides guidance on completing the Thesis Committee Form.

GUIDELINES FOR THESIS COMMITTEE MEETINGS

OVERVIEW: The thesis committee members are the extended network of mentors for the student. Members of the committee are asked to provide critical feedback on the progress and direction of the thesis research, assess the rigor, and give guidance. It is also important for the committee to discuss the student's professional development outside their thesis work and their progress toward their future goals. The thesis committee chair is identified before the meeting, based on the program's requirements. When the student creates a new meeting in the database, they must indicate who the chair will be. It is expected that the chair of the thesis meeting will complete the online form, including comments that summarize the central recommendations of the committee. The committee should critically evaluate the action plan the student has provided and offer specific suggestions.

PROCEDURE: At the beginning of the thesis meeting the student steps out of the room, enabling the thesis advisor to discuss the student's progress with committee members. The student will then give a ~ 45-minute presentation focusing on their progress during the last year and outline their future plans. At the end of the meeting, the advisor leaves the room so that the student can speak alone with their thesis committee members.

DURATION OF THE MEETING: It is expected that a thesis meeting will last up to 1.5 hours. Please remember this is the student's meeting. Students should be given every opportunity to lead the discussion and field questions about their research project, as opposed to their thesis advisor.

FORM SECTIONS: The form is completed by the committee chair and can be saved as they add information on different sections. All sections are required. The other committee members can view the form but cannot edit it. Please provide specific and clear recommendations regarding the thesis project, the student's professional development, and the associated action plan and timeline for the next year.

STUDENT INFORMATION: This section should be automatically filled in through the database.

IDP/ANNUAL ACADEMIC PROGRESS AND PROFESSIONAL DEVELOPMENT: All Hopkins graduate students and advisors are required to meet annually to discuss the student's "Academic Progress and Professional Development Plan" after they complete the corresponding form(s). The specific forms vary by program. Student and advisor have this annual meeting before the thesis committee meeting. In cases where this did not occur by the time of the thesis committee meeting, the student and thesis advisor should have their meeting as soon as possible and report back to the thesis committee chair, so that the thesis committee form can be finalized.

THESIS PROPOSAL: This section applies to the first thesis committee meeting, when students are required to present a proposal. It also applies in cases where students (1) were asked to modify their initial proposal or (2) changed laboratories/research projects and had to develop a new proposal.

THESIS PROJECT: In this section, the committee is asked to rate the student's performance on attributes such as familiarity with literature; rigor and reproducibility in experimental design and data analysis; appropriate data management; and feasibility of the student's action plan. The committee is asked to comment on the student's current progress and provide recommendations that will help the student meet their goals. Finally, the committee is asked to provide constructive feedback on the student's presentation skills.

PROFESSIONAL DEVELOPMENT AND CAREER GOALS: Students should share with the committee any professional development activities they engaged in in the past year (e.g., workshops, presentations, publications, career exploration/preparation). The committee will indicate whether the student's engagement in said activities was sufficient or not, based on the stage of their graduate studies; and will provide recommendations on professional development goals to be achieved by the next meeting.

STUDENT'S OVERALL PROGRESS AND NEXT STEPS: The Committee is asked to provide a final statement regarding the student progress. If the committee indicates concern regarding the trajectory of the thesis project, the program director may follow up with the chair and the committee members for more information. The committee is asked to schedule the next meeting and indicate the date on this form.

SIGNATURES: After completion of the form and signature by the chair, the other committee members will be able to sign. Then the advisor and the student will be alerted sequentially that it is their turn to sign.

D. Thesis Committee Form

- All users have access to thesis committee forms for meetings they participate in. Administrators have access to forms for all students in their program.
- Forms can be accessed as described below for each user type (student; committee members and advisors; and administrators). Users can click the “Back to List” button to exit the form page.

1. Form Sections

The form includes the sections listed in the screenshot below.

The screenshot displays the 'PhD Thesis Committee Meeting Form' interface. At the top, the title 'PhD Thesis Committee Meeting Form' is centered. Below it, a teal banner contains the instruction: 'Click on the different sections below to expand or collapse. Make sure to complete all sections.' The main content area lists several sections, each preceded by a blue 'Back to List' button and followed by the text 'Review Data.'. The sections listed are: 'Student Information', 'IDP/Annual Academic Progress and Professional Development', 'Thesis Proposal', 'Thesis Project', 'Professional Development and Career Goals', 'Student's Overall Progress and Next Steps', 'Signatures of Committee Members', and 'Signature of Advisor and Student'. At the bottom of the list, there is another 'Back to List' button and 'Review Data.' text.

The listed section titles can be clicked to toggle the display to easily review the content. The following screenshots show the contents of each section.

Thesis Committee Meeting Tracker



[Admin](#) [User](#) [Students](#) [Committees](#) [Faculty](#) [Student Meetings](#) [Email Management](#) [Reports](#) [Instructions](#) [?](#)

Welcome, jgentub1 | [Sign Out](#)

PhD Thesis Committee Meeting Form

Click on the different sections below to expand or collapse. Make sure to complete all sections.

[Back to List](#)

Read-only View.

• Student Information

REQUIREMENT : Thesis committee meetings must begin without the student present for the thesis advisor to review the student's progress with committee members. **At the end of the meeting,** the thesis advisor must leave the room so that the student can talk alone with committee members.

Student First Name [REDACTED]	Student Last Name [REDACTED]	Advisor Last Name [REDACTED]	Advisor First Name [REDACTED]
Matriculation Year [REDACTED]	Meeting Date [REDACTED]	Number of Previous Meetings [REDACTED]	PhD Program [REDACTED]

The committee chair must provide a summary of the committee recommendations on different sections of this form. The chair should take notes during the meeting and provide a succinct summary of committee recommendations; please be specific and provide clear suggestions regarding the thesis project, the student's professional development, and the associated action plan and timeline for the next year.

• IDP/Annual Academic Progress and Professional Development

Student and advisor completed and discussed the Annual Academic Progress and Professional Development form(also known as Individual Development Plan(IDP)). Yes: ☐ No: ☐

Please indicate the date of the last IDP meeting

• Thesis Proposal

Did the student submit a new thesis proposal for this meeting?

Yes: ☐ No: ☐

• Thesis Project

Please indicate the level of the student's performance for the following attributes.

Items	Strong	Adequate	Needs Work
Familiarity with literature in the area of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critical thinking in discussion of hypotheses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rigor of experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriateness of data management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rigor of data analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity and organization of the presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feasibility of student's proposed research activities and timeline for the next year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide specific comments on the student's current progress on their thesis project.

Please provide recommendations that will help the student advance their thesis project (e.g., data quality, rigor and reproducibility, theoretical perspectives, experimental approaches, etc.), and clearly indicate the goals to be achieved by the next meeting.

If the student is in the final phase of their studies, please indicate the remaining goals to be achieved before writing the dissertation.

Please provide feedback to the student regarding their presentation skills

Professional Development and Career Goals

The student should share with the committee any professional development activities they engaged in in the past year (e.g., workshops, presentations, publications, career exploration/preparation).

Please indicate the level of the student's engagement in professional development and career exploration activities, based on the stage of their graduate studies.

Items	Strong	Adequate	Needs Work
Activities to develop writing skills, (for example, wrote fellowship applications, reviews, or articles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities to develop presentation skills (for example, poster or oral presentations at Hopkins or conferences)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities to learn more about career opportunities in their field of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation for next career steps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide recommendations that will help the student advance their professional development and career exploration/preparation plan; clearly indicate the goals to be achieved by the next meeting.

If the student is in the final phase of their studies, please identify any remaining goals to be achieved.

Student's Overall Progress and Next Steps

Please select the statement that best characterizes the student's overall progress, considering their stage of training.

a. ☐ The student has made exceptional progress.

b. ☐ The student has made sufficient progress.

c. ☐ The student has made progress but would benefit from additional oversight.

d. ☐ There are concerns regarding the trajectory or the thesis project. (If this is selected, the student and thesis advisor must meet with the program director to discuss next steps in supporting the student.)

The student is on trajectory for completion in:

6 months or less ☐ 1 year ☐ 2 years ☐ More than 2 years ☐

Signatures of Committee Members

Names and signatures of Committee Members present:

Committee Chair	Chair Signature
<div></div>	<div></div>
Committee Member	Member Signature
<div></div>	<div></div>
Committee Member	Member Signature
<div></div>	<div></div>
Committee Member	Member Signature
<div></div>	<div></div>

Signature of Advisor and Student

Names and signatures of Advisor and Student

Advisor	Advisor Signature:
<div></div>	<div></div>
Student	Student Signature:
<div></div>	<div></div>

2. Form Status

The Committee Meeting form has seven (7) different statuses depending on what stage they are in as the different users interact with the form. These status types are discussed in detail under the user-specific sections of this document. These status types are as follows:

- Meeting Date not set
- Not Started

- Waiting for Chair's comments and signature
- Waiting for committee members' signatures
- Waiting for advisor's signature
- Waiting for student's signature
- Form Completed, cannot be edited

3. Export as PDF

Completed Forms can be opened and saved as PDF files by clicking the "Convert Form to PDF" at the top right of the Form page. This button appears only after the form is completed and signed by all parties:

E. Student Portal

The Student Portal allows students to manage their Thesis Committee Meetings. Students can create a committee by selecting the participating faculty members and indicating the chair; enter meeting information corresponding to a deadline provided by their program; review the committee and meeting details before the meeting starts; view and sign the thesis committee form after the meeting; and access or download previous forms.

Students must contact faculty outside this system to confirm their participation to their committee and agree on the date, time and location of the meeting.

1. My Committees Tab

The "My Committees" section provides Student users with the capability to create new or review existing Committees.

a. Create a New Committee

Students can create a new committee. Steps to create a new Committee are as follows:

- i. Click on “Add New Committee”:

Committee Meeting Tracker

JOHNS HOPKINS SCHOOL of MEDICINE

Committee Tracker Committee Instruction ?

Welcome [User] | Sign Out

Create New Committee

Please confirm your name and click Save to create a new Committee.

Committee Name: [Text Field]

Program: Biochemistry, Cellular and Molecular Biology

Save Back to Committee List

When a new Committee is created, the system automatically generates a Committee Name for the Student following the naming convention: “[Student Last Name], [Student First Name] [Committee #]”.

- ii. Verify that the committee name and graduate program are correct, and click Save.
- iii. After saving the new committee name, you will be able to add faculty from a dropdown menu.

Update Committee Details

Committee Name: [Text Field] Program: Biochemistry, Cellular and Molecular Biology

Members: Ambinder, Richard Add If a faculty is not on the dropdown list, please email your program administrator for assistance.

Member Name	Email	Chair	Policy Committee Member
-------------	-------	-------	-------------------------

Save Back to Committee List

Faculty names are listed alphabetically. Steps to add Faculty as Committee Members are as follows:

- i. Select the Faculty name and click on the “Add” button to add them on the list.
- ii. Do NOT add your thesis advisor(s) [They are added separately to all your meetings]
- iii. Make sure to indicate which faculty member will serve as a chair by selecting the check box under the “Chair” column. **This is required.**
- iv. If applicable for your program, indicate which faculty member will serve as a policy committee chair.
- v. **If the faculty member you are looking for is not listed in the dropdown menu, contact your program administrator.**

b. Editing Committees

You can review existing committees by clicking on the committee name as listed under the My Committees tab. Your ability to edit a committee depends on whether it has already been assigned to a meeting:

- i. If the committee has **not** yet been assigned to a meeting **or** if the committee has been assigned to a meeting but the Chair has not yet made edits to that meeting's form, then you can make the following edits:
- You can add a committee member to the existing committee
 - You can change the Chair assignment (and the Policy Committee Member assignment, if applicable)
 - You can remove existing members.

Committee Meeting Tracker

Committee Tracker Committee Instruction

Welcome, [username] Sign Out

Update Committee Details

Committee Name: [dropdown] Program: Biochemistry, Cellular and Molecular Biology

Members: [dropdown] Add

Member Name	Email	Chair	Policy Committee Member
[Image]	[Image]	<input type="checkbox"/>	<input type="checkbox"/>
[Image]	[Image]	<input type="checkbox"/>	<input type="checkbox"/>
[Image]	[Image]	<input type="checkbox"/>	<input type="checkbox"/>
[Image]	[Image]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Back to Committee List

- ii. If the committee has been linked with any meeting that has started (i.e., the Chair has made edits to the meeting form), then the committee cannot be edited (there is no Dropdown of faculty to add or a Save button):

Thesis Committee Meeting Tracker

My Meetings My Committees Instructions

Welcome, apeter66 Sign Out

Update Committee Details

Committee Name: [dropdown] Program: Biochemistry, Cellular and Molecular Biology

Members: [dropdown]

Member Name	Email	Chair	Policy Committee Member
[Image]	[Image]	<input type="checkbox"/>	<input type="checkbox"/>
[Image]	[Image]	<input type="checkbox"/>	<input type="checkbox"/>
[Image]	[Image]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Back to Committee List

2. My Meetings Tab

This page displays all the student's meetings: past meetings, meetings that are in process, and future meetings. For each listed meeting (row on the table) the student can see basic information: Meeting Deadline, Meeting Date, Completion Trajectory, Committee Information, Form Status, and any Actions they may need to take. Students can sort the information on a table by clicking on a column header.

The screenshot shows the 'My Meetings' tab in a web application. At the top, there are navigation links: 'My Meetings', 'My Committees', and 'Instructions'. A 'Welcome' message and a 'Sign Out' link are on the right. The main heading is 'Committee Meeting(s)'. Below it, instructions explain how to create a form for an upcoming meeting. A table lists existing meetings with columns: Edit, Meeting Deadline, Meeting Date, Committee, Completion Trajectory, Form Status, File, and View/Sign. Two meetings are listed: one with a deadline of 03/31/2023 and date 04/04/2023, and another with a deadline of 08/11/2023 and date 03/15/2023.

Edit	Meeting Deadline	Meeting Date	Committee	Completion Trajectory	Form Status	File	View/Sign
Edit	03/31/2023	04/04/2023			Not started		View
	08/11/2023	03/15/2023		Two Years	Form Completed, cannot be edited.		View

Meetings are created by the program administrator who must add the meeting type and a deadline *before* the student can add the actual meeting date and committee. **Please contact your program administrator** if

- *you see no meetings listed, but you think you should have one*
- *you do not see a deadline for an upcoming meeting, but you think you should*

a. Editing a Meeting

Students must add the committee information and the actual date of the meeting in order for a meeting form to be generated in the system.

Click on the Edit link for the appropriate meeting, as shown in the screenshot above. On the "Edit Committee Meeting" page:

The screenshot shows the 'Edit Committee Meeting' page. It has the same navigation bar as the previous screenshot. Instructions at the top guide the user through choosing a committee, adding a date, and clicking the 'Save' button. The form contains fields for 'Meeting Deadline' (05/13/2021), 'Committee' (a dropdown menu), 'members' (a text input with a placeholder '{ members = ' and a blue bar), and 'Meeting Date' (05/26/2021). A 'Save' button is at the bottom, and a 'Back to List' link is at the bottom left.

- Add a Committee from the dropdown menu.

- After adding a committee, the members field will be auto-populated so that you can confirm you made the right selection.
 - You may assign the same committee to multiple meetings, if there are no changes in membership and roles.
 - **If your committee is not listed**, you must go to the “My Committees” tab to create it.
- ii. Add the date of your meeting.
- Please note that at this time the platform does NOT offer a scheduling function. Therefore, you must first schedule the time of your meeting through direct communication with your committee members, and then log in to the Thesis Committee Tracker to add the information.**
- iii. Click the Save button.

The above action generates a form for the meeting. For meetings that already have a form, you may change the meeting information until the chair edits and saves the form. The meeting data and committee data cannot be edited after the chair has started saving edits on the form.

b. View/Sign the Meeting Form

Students are able to View a meeting form but cannot edit it.

- You can view the form at any time by clicking on the “View” link for that meeting.
- After all the committee members and the advisor sign the form, your prompt under the “View/Sign” column will change to “Sign.” You will also receive an email letting you know that the form is ready for your signature.
- When you click on the “Sign” link you will be able to review the form, Sign next to your name (at the bottom of the form) and Save it.

Signature of Advisor and Student

Names and signatures of Advisor and Student

Advisor

Advisor Signature:

Student

Student Signature:

3. Instructions and “?” Tabs

See [Instructions section](#) above.

F. Committee Member and Advisor Portal

Faculty members have access to thesis committee meeting information as committee members (regular members or chairs) and as advisors. This section describes the information that is available to faculty and the actions they can take depending on their role. All faculty can review the thesis committee form but only the Chair can edit it.

This portal is used by different graduate programs. When the faculty member is an advisor or committee member of students in different graduate programs, all the students from the different programs will be listed on the faculty member's students list.

1. Thesis Committee Meetings Tab

This page has two sections:

- The top section shows the meetings of students for whom the faculty member is an **advisor**. If the faculty member has no SOM students in their lab, this section will have no records.
- The bottom section shows the meetings of students for whom the faculty member is a **thesis committee member (including chair)**

Thesis Committee Meetings Pending Instructions ?									
Welcome, [Name] Sign Out									
Thesis Committee Meetings									
Search Meeting									
You are the thesis advisor for these students:									
Student Name	Meeting Deadline	Meeting Date	Completion Trajectory	View Committee	Program	Form Status	File	Action	
No records were found.									
You are a thesis committee member for these students:									
Student Name	Meeting Deadline	Meeting Date	Completion Trajectory	View Committee	Program	Form Status	Chair Recall	File	Action
[Image]	03/15/2023	03/22/2023	Two Years	View	Health Sciences Informatics Ph.D. Program	▲Waiting for advisor's signature			View
	06/30/2022	03/10/2023	Six Months Final Phase	View	Biochemistry, Cellular and Molecular Biology	▲Waiting for advisor's signature			View
	08/11/2023	03/15/2023	Two Years	View	Cellular and Molecular Physiology	Form Completed, cannot be edited.			View
	03/31/2023	04/14/2023	Six Months Final Phase	View	Neuroscience	▲Waiting for advisor's signature			View
	05/16/2023	05/01/2023	Six Months Final Phase	View	Neuroscience	▲Waiting for committee members' signatures			View
	03/31/2023	03/20/2023	Six Months Final Phase	View	Pharmacology and Molecular Sciences	▲Waiting for advisor's signature			View

Students from different programs will be listed together in these sections. Column "Program" indicates the student's graduate program.

Each section might have multiple pages, depending on the number of meetings the faculty member participates in. Click the number or the ">" sign under each section/grid to view data in the next pages. You may also click on the column headers to sort the list.

If the logged in user does not have any advisees and is not a part of any committee, no meeting data will be displayed on the page.

For each listed meeting (row on the table) the faculty member can see basic information: Student Name, Meeting Deadline, Meeting Date, Completion Trajectory, Committee Information (by clicking on the View link), Student Graduate Program, Form Status, and any Actions they may need to take. Faculty can sort the information on a table by clicking on a column header.

a. "View Committee" Column

Faculty can review the committee membership and roles by clicking View from each record. Faculty cannot edit the committee information.

b. “Action” Column

The action you can take under “File Action” depends on the Form Status and on your role:

Committee Chairs

If you are a **Chair**, you can “Edit/Sign” the form.

- The Chair has access to Edit the form as soon as the student enters their meeting information (committee and actual meeting date).
- The Chair is the only member who can edit the form; other members can only view the form.
- The Chair may save the form while making edits and return to it later. There are “Save Data” buttons at the top and the bottom of the form.
- After completing the form, the Chair signs it. All fields must be populated before the Chair can sign.
- After the Chair signs the form, the File Action column prompt changes to “View” and a “Recall” link becomes available under the “Chair Recall” column to allow the Chair to recall the form if there is something they need to add/edit before all committee members sign. After the committee members sign, the Recall button is no longer available. The Chair continues to have access to view the form.

Regular committee members

If you are a **regular committee member (not a Chair)**,

- You can view the form at any time by clicking on the “View” link.
- After the Chair completes and signs the form, your prompt under the “File Action” column will change to “Sign.” You will also receive an email letting you know that the form is ready for your signature.
- When you click on the “Sign” link you will be able to review the form, Sign next to your name (toward the bottom of the form) and Save it.
- If you need to suggest an edit to the Chair please do so before you or other members sign.
- After all members sign, the form will be routed to the advisor for their signature.

Advisors

If you are an **advisor**:

- You can view the form at any time by clicking on the “View” link.

- After all the committee members sign the form, your prompt under the “File Action” column will change to “Sign.” You will also receive an email letting you know that the form is ready for your signature.
- When you click on the “Sign” link you will be able to review the form, Sign next to your name (at the bottom of the form) and Save it.
- After you sign the form, it will be routed to the student for their signature.

c. “Chair Recall” Column

The form can be recalled by a committee Chair if needed. The “Recall” button is available to committee chairs after they sign and before other members sign.

d. Search Tool

You can search for a meeting by clicking the “Search Meeting” button at the top right side of the “Thesis Committee Meetings” page or the “Pending” page.

2. Pending Tab

The Pending Tab on the main menu is organized the same way as the “[Thesis Committee Meetings](#)” tab but it only lists meetings that have *not* been completed. Meetings with Form Status “Form Completed, cannot be edited” are *not* displayed under the Pending Tab.

Thesis Committee Meetings

Pending

Instructions

?

Welcome, Sign Out

Thesis Committee Meetings

Search Meeting

You are the thesis advisor for these students:

Student Name	Meeting Deadline	Meeting Date	Completion Trajectory	View Committee	Form Status	File	Action
No records were found.							

You are a thesis committee member for these students:

Student Name	Meeting Deadline	Meeting Date	Completion Trajectory	View Committee	Form Status	Chair Recall	File	Action
	03/15/2023	03/22/2023	Two Years	View	▲Waiting for advisor's signature			View
	06/30/2022	03/10/2023	Six Months Final Phase	View	▲Waiting for advisor's signature			View
	03/31/2023	04/14/2023	Six Months Final Phase	View	▲Waiting for advisor's signature			View
	05/16/2023	05/01/2023	Six Months Final Phase	View	▲Waiting for committee members' signatures			View
	03/31/2023	03/20/2023	Six Months Final Phase	View	▲Waiting for advisor's signature			View

3. Instructions and “?” Tabs

See [Instructions section](#) above.

G. Administrator Portal

Program administrators have access to the thesis committee meetings of all students in their program. The available tabs are described below.

1. Admin Tab

Select the program you want to access from the dropdown menu:

The screenshot shows the 'Thesis Committee Meeting Tracker' interface. At the top, there is a header with the Johns Hopkins School of Medicine logo and a navigation bar with tabs: Admin, User, Students, Committees, Faculty, Student Meetings, Email Management, Reports, Instructions, and a help icon. Below the navigation bar, the 'Admin' tab is selected. The main content area is titled 'Select Program' and features a dropdown menu labeled 'Program'. The dropdown menu is open, showing a list of programs: BCMB, BioChem, BME, CMM, CMP, HSlphd, Neuro, Patho, and PMS. The 'BCMB' option is currently selected. At the bottom of the page, there is a footer with the text '© Copyright 2015 All rights reserved. | Report a Problem'.

2. User Tab

Users who log in as Administrators can manage *administrative* access for their program under the “User” tab.

- All administrators with access to the specific program are listed here.
- Administrators can add, edit or delete an admin user.
- *Administrators who do NOT wish to receive automated emails, can remove their email addresses from their record under this tab.*

The screenshot shows the 'Thesis Committee Meeting Tracker' interface with the 'User' tab selected. The main content area is titled 'User List'. Above the table, there is a button labeled '+ Add New User'. The table has the following columns: JHED, Is Active, User Type, Created By, CreatedDateTime, Modified By, and ModifiedDateTime. The table contains three rows of data, each representing an administrator user. The first row shows a user with JHED ID 12345, who is active, of type Admin, created by 12345, on 01/08/2016, and modified on 03/11/2022. The second row shows a user with JHED ID 12346, who is active, of type Admin, created by 12345, on 01/08/2016, and modified on 03/11/2022. The third row shows a user with JHED ID 12347, who is active, of type Admin, created by 12345, on 01/14/2016, and modified on 03/10/2022. Each row has a blue checkmark icon and a red X icon in the rightmost column.

JHED	Is Active	User Type	Created By	CreatedDateTime	Modified By	ModifiedDateTime
12345	True	Admin	12345	01/08/2016	12345	03/11/2022
12346	True	Admin	12345	01/08/2016	12345	03/11/2022
12347	True	Admin	12345	01/14/2016	12345	03/10/2022

3. Students Tab

Administrators can see a list of all students in their program:

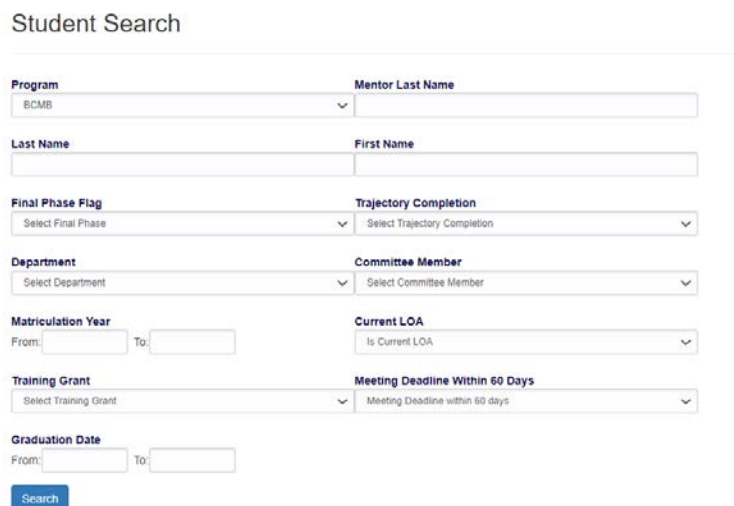


The screenshot shows the 'Thesis Committee Meeting Tracker' application. The top navigation bar includes links for Admin, User, Students, Committees, Faculty, Student Meetings, Email Management, Reports, and Instructions. The 'Students' tab is selected. Below the navigation bar, the 'Student List' section is visible. It features a 'Search Student Database' button and a table with the following columns: Name, JHED ID, Email, Matriculation Date, Current Final Phase, Time To Degree, Current LOA, and Graduation Date. The table contains four rows of data, with the first row having a blue background.

Name	JHED ID	Email	Matriculation Date	Current Final Phase	Time To Degree	Current LOA	Graduation Date
			08/16/16	<input type="checkbox"/>		<input type="checkbox"/>	
			08/21/14	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
			08/17/17	<input type="checkbox"/>		<input type="checkbox"/>	
			08/26/21	<input type="checkbox"/>		<input type="checkbox"/>	

a. Student Search

The "Search Student Database" button allows for searches based on different criteria:



The 'Student Search' form contains several search criteria sections:

- Program:** A dropdown menu with 'BCMB' selected.
- Mentor Last Name:** A text input field.
- Last Name:** A text input field.
- First Name:** A text input field.
- Final Phase Flag:** A dropdown menu with 'Select Final Phase' selected.
- Trajectory Completion:** A dropdown menu with 'Select Trajectory Completion' selected.
- Department:** A dropdown menu with 'Select Department' selected.
- Committee Member:** A dropdown menu with 'Select Committee Member' selected.
- Matriculation Year:** Two text input fields labeled 'From:' and 'To:'.
- Current LOA:** A dropdown menu with 'Is Current LOA' selected.
- Training Grant:** A dropdown menu with 'Select Training Grant' selected.
- Meeting Deadline Within 60 Days:** A dropdown menu with 'Meeting Deadline within 60 days' selected.
- Graduation Date:** Two text input fields labeled 'From:' and 'To:'.


A 'Search' button is located at the bottom of the form.

b. Individual Student Record

Individual student records can be accessed by clicking on the student name.

Student Details

Committee Meeting Tracker

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Committee Tracker Student Student Form Committee Faculty Status Email Management Reports Instruction ? Welcome [redacted] | Sign Out

Student Details

Student

Student JHED

[redacted]

Program

BCMB

Matriculation Date

8/21/2014

Extension Required

-- Select --

Extension Terms

Registrar Graduation Date

Graduation Date

Last Name

[redacted]

Student Department

Cell Biology

Current LOA

No

Extension Submitted

-- Select --

Unauthorized Delay Count

0

Registrar PHD Completion Date

PHD Completion Date

First Name

[redacted]

Email

[redacted]

LOA Total

Extension Approved

-- Select --

Training Grant

Yes

Registrar Time To Degree

Time To Degree

Several of the fields under the “Student Details” section are populated by data from the SIS database and cannot be edited. If you see errors in any of these fields, you will need to have them corrected in SIS.





For fields that *can* be edited, you will be able to type in the textbox and click the Save button to save your edits.

Student Committee Meetings

The committee meetings for a particular student are listed below the “Student Details” section.

Committee Meeting

[+ Add New](#)

Meeting Date	Meeting Type	Meeting Deadline	Form Status	IDP Complete	IDP Complete Date	IDP Email Needed
3/31/2022	2nd Year	4/30/2022	Waiting for Chair's comments and signature			
Setup Meeting Date	3rd Year	3/3/2023	Online Form not started yet			
Setup Meeting Date	4th Year	3/3/2024	Online Form not started yet			
Setup Meeting Date	5th Year	3/3/2025	Online Form not started yet			

[Back to List](#)

Each listed meeting has the following information:

- Meeting Date is to be added by the student, but the administrator also has access to add a date.
- Meeting Type indicates when the meeting takes place relative to the student's year of study (e.g., 2nd Year meeting)
- Meeting Deadline. The first deadline is manually added by the program administrator. Subsequent deadlines are generated automatically after the first meeting date is generated. The administrator can modify a deadline before a meeting occurs.

- Status refers to the stage of completion of the specific form. There are 6 options, as described in the “[Form Status](#)” section above. You can access the form by clicking on the form status.
- “IDP Complete” and “IDP Complete Date” are populated from the Meeting Form entries on these questions.
- *IDP Email Needed – this is old functionality and has not been updated yet for this system.*

CREATING A NEW MEETING

Administrators are the only users who can create a new meeting **by providing a deadline**. Students can add information to *existing* meetings, but they cannot create a meeting.

Before attempting to create a meeting, make sure that the student’s thesis advisor is listed under “Student Details.” If the advisor is not listed, you will have to add them in SIS before proceeding.

****Administrators must create the first meeting deadline for the student.****

- Click on the “Add New” link:

- Select a “Meeting Type” from the drop-down menu and
- Add a “Meeting Deadline”
- Save

The student will see this newly created meeting when they log in, and they will be able to add the committee and actual meeting date. If needed, administrators can also add the committee and the actual meeting date.

The “Unauthorized Delay” field in the above screenshot, automatically switches to Yes when the Meeting Date is after the Meeting Deadline. The number of Unauthorized Delays is also shown under ‘Student Details.’

AUTOMATICALLY GENERATED MEETINGS

After the first student meeting date is entered, the database automatically generates subsequent meeting deadlines based on the program’s requirements, for the next 3 years (for example, 3 subsequent annual meeting deadlines or 6 subsequent semi-annual meeting deadlines):

- Automatically generated deadlines can be modified by the administrator
- Additional deadlines can be created by the administrator

EDITING EXISTING MEETINGS

Administrators can edit meeting information (e.g., change the assigned committee or change the meeting deadline or meeting date) up to the point the committee chair edits and saves the form. After the form is edited and saved, the meeting information cannot be changed.

4. Committees Tab

Administrators can view all the committees created by the students and they can also edit existing committees or create new committees for specific students, if needed.

The screenshot shows the 'Thesis Committee Meeting Tracker' interface. At the top is the Johns Hopkins School of Medicine logo. Below it is a navigation bar with links: Admin, User, Students, Committees, Faculty, Student Meetings, Email Management, Reports, Instructions, and a help icon. A 'Welcome, [username]' message and a 'Sign Out' link are on the right. The main heading is 'Committee List'. Below this is a search bar with 'Committee Name:' and a 'Search' button. A '+ Add New Committee' button is on the left. The main content is a table with three columns: 'Committee Name', 'Program', and 'IsActive'. The table lists several committees, all with the program 'Biochemistry, Cellular and Molecular Biology'. Each row has a checkbox in the 'IsActive' column, all of which are checked. A large blue rectangular area is overlaid on the left side of the table, partially obscuring the 'Committee Name' column.

a. Create Committees

The system is designed for the students to create their committees. However, administrators also have access to do so. You can create a committee by selecting the “Add New Committee” button on the main Committees page (see screenshot above).

Select a student from the dropdown list. The Committee Name is populated automatically: [Student Last Name], [Student Last Name], committee Number. If there are no other committees in the system for this student, the number will be 1.

The screenshot shows the 'Create New Committee' form. At the top is the same navigation bar as the previous screenshot. The main heading is 'Create New Committee'. Below this is a form with two main sections. The first section is labeled 'Student' and contains a dropdown menu. The second section is labeled 'Committee Name' and contains a text input field. Below these sections are two buttons: 'Save' and 'Back to Committee List'.

After saving the committee name, you will be able to add faculty from a dropdown menu. Faculty names are listed alphabetically.

- Select the faculty name and click on the “Add” button to add them on the list.
- Make sure to indicate which faculty member will serve as a chair by selecting the check box under the “Chair” column. **This is required.**
- If applicable for your program, you can indicate which faculty member will serve as a policy committee member.
- If you make a mistake, you can use the red trash bin button to remove a member.
- Click Save when you are done.

Admin User Students Committees Faculty Student Meetings Email Management Reports Instructions ? Welcome, [User] Sign Out

Update Committee Details

Committee Name: [Text Box] Program: Biochemistry, Cellular and Molecular Biology

Do not add your Thesis Advisor on the Committee. If you cannot see the Faculty for your Committee on the list, please contact your Program Administrator

Members: [Text Box] **Add**

Member Name	Email	Chair	Policy Committee Member
[Image]	[Image]@hmi.edu	<input type="checkbox"/>	<input type="checkbox"/>
[Image]	[Image]@hmi.edu	<input type="checkbox"/>	<input type="checkbox"/>
[Image]	[Image]@hmi.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save **Back to Committee List**

If the faculty member you are looking for is not listed in the dropdown menu, review the [“How to update faculty information”](#) section below.

b. Review or Edit Committees

To view the details of a committee, go to your Committees Tab, look for the committee name on the list, and click on the committee name. The committees are listed by the date they were created (most recent at the top). You can also use the Search tool at the top of the page.

- i. If the committee has not yet been assigned to a meeting or if the committee has been assigned to a meeting but the Chair has not yet made edits and saved the form, then the administrator can make the following edits:
 - Add or remove a committee member
 - Change the Chair assignment (and the Policy Committee Member assignment, if applicable)
- ii. If the committee has been assigned to any meeting that has started (i.e., the Chair has made edits and saved the meeting form), then the committee cannot be edited (there is no Dropdown of faculty or a Save button):

Admin User Students Committees Faculty Student Meetings Email Management Reports Instructions ? Welcome, [User] Sign Out

Update Committee Details

Committee Name: [Text Box] Program: Cellular and Molecular Physiology

Members:

Member Name	Email	Chair	Policy Committee Member
[Image]	[Image]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Back to Committee List

5. Faculty Tab

This page lists all faculty in the database. Faculty records are shared by all graduate programs. You can search for faculty by last name and you can sort the view by clicking on any of the headers.

The information you see in this tab is the same for all programs **EXCEPT** for the “IsProgramMember” column. The “IsProgramMember” column is specific to your program: the box is checked only for faculty who are listed as your program’s members in New Innovations.

[Report a Problem](#)

Thesis Committee Meeting Tracker

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Admin User Students Committees Faculty Student Meetings Email Management Reports Instructions ? Welcome, [User] Sign Out

Faculty List - Biochemistry, Cellular and Molecular Biology Program

Faculty Name: [Search](#) [Send Registration Invitation To External Faculty](#)

Name	Email	Department	IsPrimary	Rank	IsActive	IsProgramMember		
[Redacted]	[Redacted]@jhmi.edu	Oncology	<input type="checkbox"/>	Professor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]@jhmi.edu	Cell Biology	<input type="checkbox"/>	Professor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]@jhmi.edu	Pharmacology	<input type="checkbox"/>	Assistant Professor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]@jhmi.edu	Biochemistry & Molecular Biology, SPH	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]@jhmi.edu	Pharmacology	<input type="checkbox"/>	Professor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]@jhmi.edu	Biophysics & Biophysical Chemistry	<input type="checkbox"/>	Professor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Administrators can view details of the faculty record by clicking on the faculty name in the above screenshot. The faculty record includes different sections showing their department information, program memberships and student meetings

[Report a Problem](#)

Faculty

Last Name: First Name: Full Name:

Please Enter Last Name. Please Enter First Name.

Email: Is Active: JHedID:

Please Enter Email Address. Please Enter JHedID if JHU faculty.

Departments

Programs

Student Meetings

a. How to update faculty information

- i. Faculty Details come from other SOM databases, when the data is available. Administrators will NOT be able to edit the fields directly.
 - Advisor information comes from SIS. If a student is assigned no advisor or the wrong advisor, please make sure that the information is correct in SIS and then wait for the overnight feed to update the information in the committee meeting tracker. If the error persists, then contact tech support.
 - Program membership information comes from New Innovations. If there is an error in your program membership, please make sure that the information in your Master Faculty List in New Innovations is correct and then wait for the overnight feed to update the information in the committee meeting tracker. If the error persists, then contact tech support.
- ii. If a *Hopkins* faculty member is missing from the faculty list and this person is NOT a member of your program (i.e., you cannot add them to your Master Faculty list), then contact tech support.
- iii. If you identify any other errors in a faculty record, please contact tech support.

6. Student Meetings Tab

Administrators can see a list of meetings for all students in their program:

Thesis Committee Meeting Tracker



Admin User Students Committees Faculty Student Meetings Email Management Reports Instructions ? Welcome [User] Sign Out

Student Meetings

View committee meeting data.

Search Meeting

Student Name	Committee Review	Meeting Deadline	Meeting Date	Advisor	Chair	Completion Trajectory	Program	Status	File	Actions
	Review	04/30/2020	04/30/2020			Six Months Final Phase	BCMB	Waiting for student's signature		View
	Review	05/30/2018	05/22/2018			Six Months Final Phase	BCMB	Waiting for committee members' signatures		View

For each listed meeting (row on the table) the administrator can see basic information: Student Name, Meeting Deadline, Meeting Date, Advisor Name, Chair Name, Completion Trajectory, Program Name, Form Status, and any Actions they may need to take. Administrators can sort the information by clicking on a column header.

There may be multiple pages of listed meeting. Click the number or the ">" sign under the listing to view data on the next pages.

a. "Committee Review" Column

Administrators can review the committee membership and roles by clicking "Review" from each record. See section above on the "[Committee Tab](#)" for details on how and when an administrator can edit a committee.

b. "File" Column

This column applies only to programs that used an earlier version of the thesis committee tracker database to upload PDF files. In these cases, the uploaded files will be accessible under this column.

c. "Action" Column

The only action available for administrators is the "View" the [thesis committee form](#); they do not have access to edit or to sign the form. The form can be exported as a PDF file, as described [above](#).

d. Search Tool

You can search for a meeting by clicking the "Search Meeting" button at the top right side of the "Student Meetings" page:

Search a Meeting status

Student Name

Advisor Name

Form Status

[Go To Meeting List](#)

7. Email Management Tab

Administrators can create emails for students, advisors and committee members on different topics. These are different from the emails that are sent automatically as part of completing the thesis form. There are two sub-functions:

a. Email Template Management

Administrative users can have templates for different types of emails that they regularly send out to students. The content of the templates can be edited as needed.

The screenshot shows the 'Email Template Management' page. At the top, there's a header with the Johns Hopkins School of Medicine logo and a navigation bar with links: Admin, User, Students, Committees, Faculty, Student Meetings, Email Management, Reports, Instructions, and a help icon. A welcome message 'Welcome, wguo1 | Sign Out' is on the right. The main title is 'Email Template Management'. Below it, there's a section 'Email Types' with a dropdown menu 'Select Email'. The dropdown is open, showing a list of email types: 60 Day Meeting Notification, Registrar's Office Notification, Trajectory Completion, Trajectory Completion Concern, Final Phase Notification, IDP Email Needed, Unauthorized Delay Notification, Extension Required Notification, Second Unauthorized Delay, and Thesis Meeting Form Receipt. Below the dropdown is a text area labeled 'Message'.

b. Pending Email Approval

The database can generate automated emails of different types that the administrator can review and approve before sending.

The screenshot shows the 'Pending Approval' page. It has the same header and navigation bar as the previous screenshot. The main title is 'Pending Approval'. Below it, there's a section 'Email Template Types:' with a dropdown menu 'Select All --'. The dropdown is open, showing a list of email types: Thesis Committee Meeting Notification, Registrar's Office Notification, Trajectory Completion, Final Phase Notification, Trajectory Completion Concern, IDP Email Needed, Unauthorized Delay Notification, Extension Required Notification, Second Unauthorized Delay, Copy of Thesis Committee Meeting Form, Copy of Thesis Committee Meeting Form, and Unauthorized Delay Notification. Below the dropdown is a table with columns: Student Name, Meeting Date, and Create Date. The table contains 11 rows of data, each with a blue checkmark icon in the rightmost column.

Student Name	Meeting Date	Create Date
Thesis Committee Meeting Notification	ification	8/20/2021 2:25:01 AM
Registrar's Office Notification	ification	8/20/2021 2:25:01 AM
Trajectory Completion	ification	8/24/2021 2:25:01 AM
Final Phase Notification	ification	8/24/2021 2:25:01 AM
Trajectory Completion Concern	ification	8/24/2021 2:25:01 AM
IDP Email Needed	ification	8/24/2021 2:25:01 AM
Unauthorized Delay Notification	ting Form	4/27/2021 8/25/2021 8:48:43 AM
Extension Required Notification	ting Form	5/3/2021 8/25/2021 8:54:24 AM
Second Unauthorized Delay	ting Form	5/13/2021 8/25/2021 9:00:50 AM
Copy of Thesis Committee Meeting Form	Copy of Thesis Committee Meeting Form	6/24/2021 8/25/2021 9:10:24 AM
Copy of Thesis Committee Meeting Form	Copy of Thesis Committee Meeting Form	6/24/2021 8/25/2021 9:10:24 AM
Unauthorized Delay Notification	Copy of Thesis Committee Meeting Form	6/24/2021 8/25/2021 9:10:24 AM

An example of an email type is the "Thesis Committee Meeting Notification" that can be sent to the student the thesis advisor to alert them of an upcoming deadline. The administrator can review and edit the email content and click the "Submit" button when ready to send the email.

