



Rowan University

# Thesis/Dissertation Committee Appointment Form

Transitioning from Paper/PDF to Electronic Banner Forms



# Why Transition from PDF to Electronic?

- The goal of the transition is to:
  - Simplify and speed up committee appointment form approvals
  - Reduce the amount of effort on the part of the student and the program
  - Automatically route the form through each required signature

New Committee  
 Change of Committee

**Rowan University**

**Thesis/Dissertation Committee Appointment Form**

Candidate's Name: Single Student Banner ID: 915000000  
Degree and Program: Master of Science in Biomedical Engineering  
College: College of Engineering Department: Department of Biomedical Engineering

I understand that research involving human subjects (including surveys, questionnaires, and interviews), animals, and/or rDNA and biological hazardous materials requires approval from the appropriate regulatory research oversight committees (IRB, IACUC, IBC). I certify that I will comply with current applicable Rowan University policies, federal regulations, and required training pertaining to research before and during all phases of my research.

Candidate's Signature: \_\_\_\_\_ Date: 4/27/2023

The Dissertation Committee must be comprised of at least three members, including the Thesis/Dissertation Advisor. Please check with your department/program for further requirements.

**Example Committee Member** Biomedical Engineering 915000000  
Committee Chair (Print name) Department Chair's Banner ID  
S. Jones 5/3/2023  
Date

**Example Committee Member** Biomedical Engineering  
Committee Member (Print name) Department  
S. Jones 5/3/2023  
Date

**Example Committee Member** Biomedical Engineering  
Committee Member (Print name) Department  
S. Jones 5/3/2023  
Date

Committee Member (Print name) Department  
Signature Date  
Committee Member (Print name) Department  
Signature Date

**College Approval:** (All signatures in this section are required before this form can be submitted to the Pre-Submittal Workshop.)  
Example Program Coordinator \_\_\_\_\_  
Program Coordinator (Print name) Banner ID  
Example Department Chair/Head \_\_\_\_\_  
Department Chair/Head (Print name) Date  
Example College Dean \_\_\_\_\_  
College Dean (Print name) Banner ID  
College Dean (Print name) Signature Date  
Dean of the School of Graduate Studies (Print name) Signature Date

Rowan University | Office of Graduate Research Services  
South Avenue, Third Floor  
207 Gilbreth Pkwy, Media, PA, 19062

Rev. 2/6/2024



**Thesis and Dissertation - Committee Appointment Form**

**Student Information**

Banner ID: 915123456  
Student's Name: Jones, Erica  
Student's Program: MS Higher Education  
Student's College: College of Education

**Action Required**

Your approval is required for this Committee Appointment Request as the **Committee Member 1**

Click here to update

**Approval Status**

Approver	Role	Status	Date	Comment
Pierce, Shenna Andrea	Committee Chair	Approved	10/21/2020 11:28	
Hawlik, Melissa Meireles	Committee Member 1	Pending	N/A	
Burke, Monica L.	Committee Member 2	Pending	N/A	
Hawlik, Melissa Meireles	Program Coordinator	Pending	N/A	
Halloran, David W	Department Chair/Head	Pending	N/A	
Halloran, David W	College Dean	Pending	N/A	
Dean, School of Graduate Studies	Dean of the School of Graduate Studies	Pending	N/A	





# Overview of New Process

## Old Process

- Students downloaded a PDF form
- Signatures were collected manually and individually, either by physically signing or by emailing and adding signatures via PDF
- Students submitted the form to the Pre-Submittal Workshop on Canvas (requiring them to pay the \$75 Thesis & Dissertation Fee early in their thesis/dissertation process)

## New Process

- Students complete and submit the form directly in Banner
  - If a student has an external committee member, a secondary PDF form is still needed
- Approvals are requested automatically via email notifications
- Approvals are completed in Banner with one click





# New Student Process Overview (I)

## 1. Access the Form:

The [form](#) is available from the:

- [Thesis/Dissertation webpage](#)
- [Pre-Submittal Workshop on Canvas](#)

## 2. Complete the Form in Banner:

- Add Committee Chair and Committee Members as form recipients
- Add Program Coordinator as form recipients
- Add Department Chair/Head as form recipients
- Add College/School Dean as form recipients



Please be sure that your students are aware of whose names they should be adding for these approvals.

### Thesis and Dissertation - Committee Appointment Form

Student Information	
Rowan ID:	016122456
Student's Name:	Jones, Erica
Student's Program:	MA Higher Education
Student's College:	College of Education

  

Committee Appointment	
Committee Chair Name:	Select Your Designated Committee Chair
Committee Member 1 Name:	Select Your Designated Committee Member External Committee Member
Committee Member 2 Name:	Select Your Designated Committee Member External Committee Member
Committee Member 3 Name (Optional):	Select Your Designated Committee Member External Committee Member
Committee Member 4 Name (Optional):	Select Your Designated Committee Member External Committee Member
Committee Member 5 Name (Optional):	Select Your Designated Committee Member External Committee Member





# New Student Process Overview (II) and External Committee Members

## 3. External Members:

- Student checks “External Committee Member” option in the Banner form and inputs requested information for each external member (Full Name of External Committee Member, Title, Institution, Email Address, optional Phone Number)

## 4. Submit Form:

- Review and submit in Banner to begin approval routing

## External Committee Member Appointment Form (Required for Any External Member)

Students must also complete and submit an **External Committee Member Appointment Form** if their committee includes external members.

- Student begins the [External Committee Member Appointment Form \(PDF\)](#)
- Student gathers all required signatures [External Member(s) → Committee Chair]
  - All external committee members can sign one form, or each individual member can sign an individual form, depending on the preference of the committee/program.
- Student or committee chair emails it to [graduateresearch@rowan.edu](mailto:graduateresearch@rowan.edu) for final signature and storage
- The School of Graduate Studies approves the external members in the Banner form once an external form has been signed by each member and the Committee Chair.

The screenshot shows a web form titled "Committee Appointment". It contains the following fields and options:

- Committee Chair Name:** A dropdown menu with the text "Select Your Designated Committee Chair".
- Committee Member 1 Name:** A dropdown menu with the text "Select Your Designated Committee Member". Below it, a radio button labeled "External Committee Member" is selected and highlighted with a red box.
- Form Fields for Committee Member 1:** A group of input fields with labels and asterisks:
  - Full Name:** "Enter full name"
  - Title:** "Enter title"
  - Institution:** "Enter institution"
  - Email Address:** "Enter email address"
  - Phone Number:** "Enter phone number (optional)"
- Committee Member 2 Name:** A dropdown menu with the text "Select Your Designated Committee Member". Below it, a radio button labeled "External Committee Member" is unselected.



## Faculty & Staff Process Overview

Your approval is required for this Committee Appointment Request as the [your role]

Comment (optional)

Approve

Deny

### Receiving an Approval Request Email:

- Email Subject: “Committee Appointment Request is awaiting your approval”
- Click “Review and approve the form”

### Using the Banner Form:

In the Action Required section on the Banner form, select **Approve** (adding a Comment is not necessary, though is useful for indicating co-chair status)

- Committee members are approving **their own commitment** to serving on the committee
- The Program Coordinator, Department Chair/Head, and College Dean are approving the **makeup of the committee**, including the **external members’ appropriateness to serve**.

### If You Hold Multiple Roles:

- You may appear more than once in the routing of the form (e.g., Committee Member and Program Coordinator)
- Be sure to approve **each instance** of your signature request; you will receive an email for both instances





## Change of Committee Process

### Change of Committee w/o External Committee Members

- The most recently submitted version of the Banner form is the version that will be accepted as valid.
- If a student's committee makeup changes, then the student will need to submit a new version of the committee form.
  - Each member will sign off on their commitment to being on the committee.
  - The Program Coordinator, Department Chair/Head, and College Dean will sign off on the new makeup of the committee.
  - The Dean of the School of Graduate Studies will sign off on the new committee formation.

### Change of Committee w/ External Committee Members

- The most recently submitted version of the Banner form is the version that will be accepted as valid.
- If the student's committee makeup changes, then the student will need to submit a new version of the committee form, and all Rowan-based approvers will sign again.
  - No Change of External Committee Member
    - If the external committee member(s) who signed the original form does not change, then the original secondary External Committee Member Form remains valid, and does not need to be signed again.
  - Change of External Committee Member
    - If there is an added external committee member, or an external committee member is changed out for another external committee member, then a new External Committee Member Form needs to be submitted to the School of Graduate Studies before SGS can sign off on the new version of the Banner form.



## Takeaways

- Students will need access to up-to-date information about the names of their Program Coordinator, Department Chair/Head, and College Dean.
- Students with external committee members will still be required to complete a non-Banner form that needs to be signed by the external committee member(s) and the Committee Chair, then emailed to [graduateresearch@rowan.edu](mailto:graduateresearch@rowan.edu).
- Any signer who holds multiple roles (like being both a committee member and the Program Coordinator) will be prompted to approve the Banner form twice, and will need to approve both times in order for the form to continue being routed.
- If a student's committee changes, then they will need to submit a new form. A committee with no changes to external members does not need a new external committee member form. A committee with changes to external members does need a new external committee member form.





## Support

If you have any technical issues, please contact the Technology Support Center at 856-256-4400, or submit a ticket in the Rowan Support Portal, or use the chatbot, Ask Susan, at any time.

The School of Graduate Studies can be contacted at [graduateresearch@rowan.edu](mailto:graduateresearch@rowan.edu) for questions regarding the process. You can also reach out to [tharp@rowan.edu](mailto:tharp@rowan.edu).

[Graduate Academic Services](#)

[Thesis and Dissertation Requirements](#)

[Thesis and Dissertation Paperwork and Formatting Approval Process Flowchart](#)

A Knowledge Base article explaining the process in more detail is available [here](#).

