

GS2 Committee Selection & Plan of Study Information Session

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GS2 Committee Selection & Plan of Study

GS2 is now a two step process.

- Step 1 is the **Committee Selection**
- Step 2 is the **Plan of Study**

GS2 Committee Selection Policy

The majority of the advisory committee, including the major advisor, must be comprised of Clemson University faculty who hold full-time, tenure-track positions. Either the major advisor or at least half of the committee must hold rank in the program offering the degree.

GS2 Committee Selection Policy

Emeriti faculty may serve as advisory committee members but may not serve as chair of the advisory committee. Committee members of interdepartmental programs are to be appointed according to bylaws formulated by the program faculty and endorsed by the Graduate School that assure appropriate representation of the participating departments. Part-time visiting and other non-tenure-track faculty employed by Clemson University may serve on the advisory committee but may not serve as chair. Persons not employed by the University may serve on the advisory committee; if they serve as one of the statutory members of the committee, they must be appointed to adjunct faculty status. All duly appointed committee members have full voting status on the outcomes of all examinations given by the committee. It is possible for co-chairs to direct the activities of the advisory committee. This special arrangement must be made with the consent of the dean of the Graduate School.

GS2 Committee Selection Listing of Faculty

- Faculty list are compiled from PeopleSoft Load which is done nightly.
- Adjunct Faculty in PeopleSoft
 - Business title must start with “Adjunct”
 - Job code has to be UG9100
 - Employee Status is “N”

GS2 Committee Selection Instruction to the Student

Procedure for Student: A student must select an advisory committee in consultation with the department chair or graduate program coordinator. Students should refer to their graduate program handbooks for proper program procedures for selecting this committee in accordance with the rules of their specific program. If you have already submitted a paper GS2, do not resubmit the committee unless you need to change a committee member. You can reset your committee by clicking the reset your committee button and it will reset everyone but the chair. To select a new chair, please click the chair's name and it will reopen the selection option. Please follow these steps:

Step 1: Select the type of degree you are completing.

Step 2: Select your committee chair

Step 3: Select each additional committee members

Once all committee members are selected, click the submit button to trigger the approval process. You will not be able to make changes to the committee until the current process is completely approved or denied by an approver. **It will send you an email when the process has been completed. DO NOT submit a Plan of Study until you receive the email.**

If you want to review all policies and procedure click this URL.

<http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Helpful Hints

<http://www.clemson.edu/graduate/students/g2-hints.html>



GS2 Committee Selection

Student Instructions

- Specify the committee type. The options are:
 - Dissertation
 - Thesis
 - Non-thesis
- Next select your chair
- Then select the other committee members
 - Thesis or Non-thesis:** Minimum of 3 required - Maximum of 5
 - Dissertation:** Minimum of 4 required – Maximum of 5

GS2 Committee Selection Student View

Once all committee members are selected, click the submit button to trigger the approval process. You will not be able to make changes to the committee until the current process is completely approved or denied by an approver. **It will send you an email when the process has been completed. DO NOT submit a Plan of Study until you receive the email.**

If you want to review all policies and procedure click this URL.
<http://gradspace.editme.com/AcademicRegulationsDthruZ#planofstudy>

Helpful Hints
<http://www.clemson.edu/graduate/students/gs2-hints.html>

Please specify the committee type:

| Option | Faculty Member Name | Job Title | Committee Position | Assign Position |
|----------|----------------------------------|-----------|--------------------|-----------------|
| Required | Jeffrey Adelberg | Professor | Chair | |

[Click here](#) to select a faculty member

[Reset](#) to Original Committee

Please note:
There must have at least a minimum of **4** and maximum of **5** in a **Dissertation committee**.

GS2 Committee Selection Document Flow

Once the student hits submit on the committee selection the document then goes to:

1. Chair of the Committee
2. Other Committee Members
3. Program Coordinator
4. Departmental Chair
5. Associate Dean
6. Enrollment Services

GS2 Plan of Study

Overview

Please remember that you should have already discussed a draft Plan of Study with your committee prior to submitting the official plan. You will be able to select courses and credit hours (for min/max credit hour courses) that you and your committee have agreed is appropriate for your degree. Then submit the plan to be approved by your Committee members, Department Chair, College Dean and Enrollment Services.

Instructions

- To **ADD courses**, click on the **Course Selection** link at the bottom of this page.
 - To **REMOVE courses**, click on the check box to the left side of the course(s), and then click the Remove button.
 - The **ADD TO PLAN button** will add the courses to the Plan of Study. You can add a course more than once by selecting it and adding it to the Plan and then go back and select it a second or third time as needed. Remember that you only need the hours of research needed to graduate on the Plan of Study.
 - To submit for **APPROVAL**, click on the Submit for Approval button (this will only show if you have courses in your plan).
 - Your plan will remain **LOCKED** until the approval process completes.
 - Once the process of approval is completed you will be notified by email as to the final decision, either Approved or Denied.
 - After the final decision has been made, you will have the option to **UNLOCK** the plan and re-submit a new one if so desired.
- Remember when entering data into the **two bottom boxes** you must update them to store the information or it will be **lost**.
- The following URL will give you a review of the policy and help hints of moving thru the forms and screens.



GS2 Plan of Study

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<http://gradspace.editme.com/AcademicRegulationsDthruZ#planofstudy>

Helpful Hints

<http://www.clemson.edu/graduate/students/gs2-hints.html>

If this plan is for a doctoral degree, do you have a master's degree?

Master's Non-Thesis, GS7 required:
Master's Non-Thesis, NO GS7 required:
Other:

Minor:

Please click the button to search for the courses you want to add to your plan of study:

Select Courses

GS2 Plan of Study

The following URL will give you a review of the policy and help hints of moving thru the forms and screens.

<http://gradspace.editme.com/AcademicRegulationsDthruZ#planofstudy>

Helpful Hints

<http://www.clemson.edu/graduate/students/gs2-hints.html>

Please select a subject code to view courses: CH

Add to Plan

| Course Description | Credit Hours | Course Description | Credit Hours |
|--|-----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> CH 6010 - ORGANOMETALLIC CHEMISTRY | 3 | <input type="checkbox"/> CH 6020 - INORGANIC CHEMISTRY | 3 |
| <input type="checkbox"/> CH 6030 - ADV SYNTH TECH | 2 | <input type="checkbox"/> CH 6040 - BIOINORGANIC CHEM | 3 |
| <input type="checkbox"/> CH 6110 - INSTRUMENTAL ANALY | 3 | <input type="checkbox"/> CH 6140 - BIOANALYTICAL CHEM | 3 |
| <input type="checkbox"/> CH 6210 - ADV ORGANIC CHEM | 3 | <input type="checkbox"/> CH 6250 - MEDICINAL CHEM | 3 |
| <input type="checkbox"/> CH 6270 - ORGANIC SPECTROSCOPY | 3 | <input type="checkbox"/> CH 6271 - ORGANIC SPECTRO LAB | 0 |
| <input type="checkbox"/> CH 6350 - AT MOL STRUCTURE | 3 | <input type="checkbox"/> CH 6360 - COMPUT QUANTUM CHEMISTRY | 3 |
| <input type="checkbox"/> CH 6510 - FRONTIERS IN POLYMER | 3 | <input type="checkbox"/> CH 6710 - TEACHING CHEMISTRY | 3 |
| <input type="checkbox"/> CH 6999 - TRANSFER ELECTIVE | *0 <input type="text" value="v"/> | <input type="checkbox"/> CH 7040 - SEL TOP FOR CHEMISTRY TEACHERS | *1 <input type="text" value="v"/> |
| <input type="checkbox"/> CH 7041 - SEL TOP FOR CHEM TEACHERS LAB | 0 | <input type="checkbox"/> CH 7999 - TRANSFER ELECTIVE | *0 <input type="text" value="v"/> |
| <input type="checkbox"/> CH 8000 - PROF DEV CHEMISTRY | 1 | <input type="checkbox"/> CH 8050 - THEOR INORG CHEM | 3 |
| <input type="checkbox"/> CH 8070 - CHEM TRANS ELEM | 3 | <input type="checkbox"/> CH 8080 - CHEM NON-METAL ELEM | 3 |

GS2 Plan of Study

- Term is not required for submitting to Enrollment Services
- Plan is to contain only required courses for the degree
 - Do not list all courses taken
- Only list the minimum research required i.e. 18 hours for the PHD
- Course can be selected twice
 - Add the course to the plan and then go back repeat the process
- Transfer work can be on the Plan
 - Courses list as 6999 or 7999 or 8999 or 9999 in discipline

GS2 Plan of Study

Two Blocks at the Bottom

1. Transfer Courses
 - List the Institution and course and what it is substituting
2. Professional Development Comments/ Academic Integrity Activities
3. Remind student to click the **Update Comments button**
4. **Remind student to make sure final transcript has been submitted to Enrollment Services**

GS2 Plan of Study

| | | | |
|------------------------|-----------------------------------|-----------|----------------------|
| Remove | STAT 8010 - STATISTICAL METHODS I | 4 | <input type="text"/> |
| Total Credit Hours: | | 35 | |

* Term of completion is optional, but may be required by some departments.

Please write the comments in both sections in the form of paragraphs as a description.

| Transfer Courses Comments | Professional Development Comments/Academic Integrity Activities |
|--|---|
| <p>TRANSFER 6 Credits of 8000 level for STAT 8010 & 8020</p> | |

Remind them to click this button when adding text to boxes

[Update Comments](#)

GS2 Plan of Study Document Flow

1. Admin Departmental Reviewer
2. Chair of the committee
3. Other members of the committee
4. Program Coordinator
5. Departmental Chair
6. Associate Dean
7. Enrollment Services

GS2 Committee Selection & Plan of Study

Things to Remember

1. When someone is wireless or off campus, you must use CUVPN to access a secure server due to security. Ask the College IT to add this feature to faculty machines.
2. Have the students start the process earlier than 4 weeks before they have to apply for Graduation.
3. Be proactive in the department on reminding both students and faculty.
4. Remind students their web monitors progress

GS2 Committee Selection & Plan of Study

- New Administrative Tool
 - Must have access to IROAR- SSB
- DWH house has all key data about students
 - Committee Report
 - Official Transcript
 - GS2, GS5, GS7, 3 official GPAs
 - Registered students
 - Hours enrolled, status, usernames