GS2 Committee Selection

1) Go to the iROAR portal and select the Already have a Clemson account?: Log In option (*login required*).

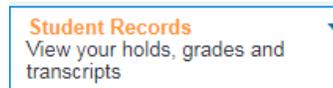2) On the next screen click the iROAR(SSB) button located under the Dashboard heading.

3) From here click the Student button.

4) Select the Student Records tab that appears just below the student button. Several options, including the GS2 Committee Selection and Plan of Study, will appear.

5) Click the GS2 Committee Selection link.

   a) Once you reach the Committee Selection form, there are some important procedures at the top.

   b) There is also a link to the Graduate School Policies and Procedures that you will need for reference when choosing Committee Members.

6) Once you are ready to continue, specify the Committee Type in the dropdown box. The choices are Dissertation, Non-thesis, and Thesis.
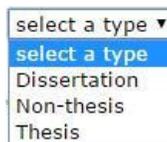
7) Next, select a Committee Chair using the Click Here link under the Faculty Member Name column.

   a) This click takes you next to the Committee Selection page where you'll find a list of faculty members eligible to serve as committee chairs in your program's department.

b) If a faculty member is not list on the Graduate Faculty list, please contact your departmental administrative staff. Your department now controls who can be added to the list.

8) Select your proposed Committee Chair by clicking his/her name within the Faculty Name column.

9) This selection takes you back to the main GS Committee Selection form, where you will see the Committee Chair you selected populated into the first field.

10) Repeat steps 7 through 9 to select each of your remaining Committee Members.

Note: **Thesis or Non-thesis option**: Minimum of 3 committee members required. Maximum of 5 committee members allowed.
Dissertation option: Minimum of 4 committee members required. Maximum of 5 committee members allowed.

11) To change a Committee Member to a Co-Chair, select the Co-Chair link under the Assign Position column. The Committee Position title will

change to Co-Chair. Please note that the Assign Position link also includes Member, giving you the option to convert the Co-Chair back to a Committee Member.

12) If you need to change your Committee Chair selection prior to submitting the form, you may click on the Committee Chair's name and select a new one from the Committee Chair list. However, if you need to change a Committee Member, you will need to click the Remove link to the left of the member's name and completely remove that person before selecting a replacement.

13) Once you have selected all members of your committee, click the Submit for Approval button [Submit for Approval] .

14) The GS2 Committee Selection form will be sent to each of the following individuals for their approval, in the order listed:
   a) Committee Chair (or Co-Chairs)
   b) Other Committee Members
   c) Program Coordinator
   d) Department Chair
   e) Associate Dean of the College
   f) Enrolled Student Services

Helpful Hints

Your Plan of Study form will not be accessible to the next person on the list until the previous person has approved it. Thus, your Program Coordinator will not be able to see your committee chair and member selections — or even to know that you have submitted the form — until your committee chair and committee members have approved and forwarded your form to the Program Coordinator.

Before submitting the form, you may change a faculty member's position from Member to Co-Chair or from Co-Chair back to Member by clicking the Position title under the Assign Position column.

If you've already submitted your GS2 Committee Selection form but need to add, remove, or change committee member(s), the quickest way to gain access to the form is to contact the next faculty member from whom you're awaiting approval, as ordered in the list above, and request that they Deny the selection form. Once any one of the faculty listed above denies your Committee Selection, the form will be released and you'll have the ability to change/replace committee member(s) or edit other Plan of Study content following the previous steps in these instructions.