

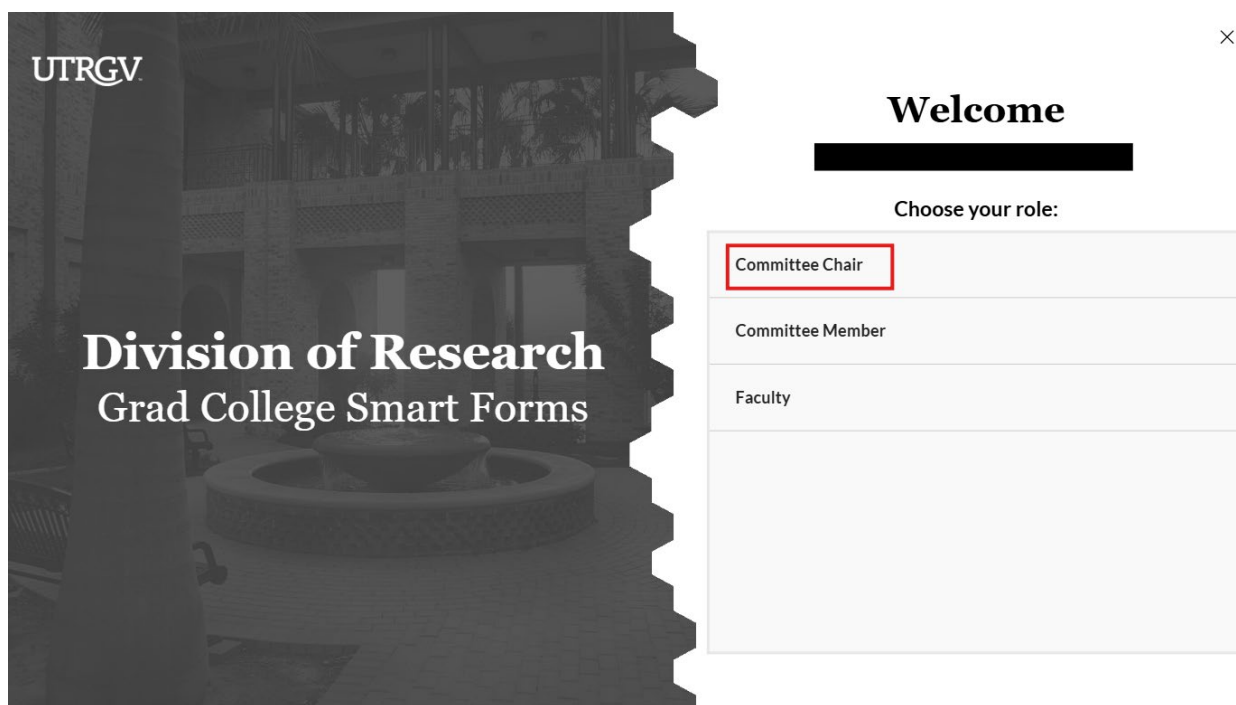
Grad College Smart Form App

Committee Chair/Co-Chair: Submitting Decision on Behalf of External Members

The Grad College Smart Form app uses Single Sign-On (SSO) to login into the app, so a UTRGV email is required in order to use the platform. However, with dissertation and thesis committee, a student can appoint faculty members from external university/colleges to sit on their committee and provide their expertise. These external faculty members will most likely not have a UTRGV email, so they will not have access to the platform. A [Person of Interest \(POI\) Request Form](#) can be submitted and a UTRGV email can be assigned to them, at which point they can login into the system and submit their approval after we update their record with their newly created UTRGV email.

However, as a committee chair or co-chair, you have the ability to submit decisions on behalf of external members who do not have a UTRGV email address. We provided this option as a POI request form may take some time to be approved as the external member will need to pass a background check and have HR approve the submitted file. Here are the steps you may take in order to submit a decision on behalf of your external members.

1. Login into the Grad College Smart Form app and select your Committee Chair or Co-Chair role.



UTRGV

Division of Research
Grad College Smart Forms

Welcome

Choose your role:

Committee Chair
Committee Member
Faculty

2. Select and view the form that requires your external member approval.

The University of Texas
Rio Grande Valley

Committee Chair

Menu

- Home
- My Approvals
- My Activity

Graduate College Smart Forms

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- Application for Dissertation/Thesis Committee
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- Dissertation/Thesis Preliminary Draft Deadline Extension Form
- Dissertation/Thesis Defense Deadline Extension Form
- Dissertation/Thesis Defense Announcement Form
- Dissertation/Thesis Final Manuscript Deadline Extension Form

My Approvals

Filter Smart Forms: All

Filter Students: Search Student

Final Status	Action	Form Name	Student ID	Student Name	Approval ID	Level	Program Code
Pending	View form	CERTIFICATION OF COMPLETION OF THESIS OR DISSERTATION					
Approved	View form	DISSERTATION/THESIS DEFENSE DEADLINE EXTENSION FORM					
Approved	View form	APPLICATION FOR DISSERTATION/THESIS COMMITTEE					
Approved	View form	APPLICATION FOR DISSERTATION/THESIS COMMITTEE					
Approved	View form	APPLICATION FOR DISSERTATION/THESIS COMMITTEE					
Approved	View form	DISSERTATION/THESIS DEFENSE ANNOUNCEMENT FORM					

3. Scroll down to the section that is label “Submit Decision On Behalf Of External Committee Members”

View Form

SUBMIT DECISIONS ON BEHALF OF EXTERNAL COMMITTEE MEMBERS

Committee Member External External

☐ Approved ☐ Denied

I hereby acknowledge that I am submitting this decision as the committee chair/co-chair on behalf of the external members of the committee, who do not have access to this platform. This submission accurately reflects their input and agreement as part of the committee's decision-making process.

[Submit External Members Decisions](#)

Approved - Approved Pending Pending Approved

Committee Chair Committee Co-Chair Committee Member Committee Member Committee Member Committee Member

4. Here your committee's external member(s) will be listed, and you may input if they approve or deny the form based on your communication with them.

SUBMIT DECISIONS ON BEHALF OF EXTERNAL COMMITTEE MEMBERS

	Committee Member	External	External		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied

I hereby acknowledge that I am submitting this decision as the committee chair/co-chair on behalf of the external members of the committee, who do not have access to this platform. This submission accurately reflects their input and agreement as part of the committee's decision-making process.

5. Once all external members decision has been entered, click on the "Submit External Members Decisions" button to have their decision recorded in our system.

[View Form](#) ×

SUBMIT DECISIONS ON BEHALF OF EXTERNAL COMMITTEE MEMBERS

	Committee Member	External	External		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied

I hereby acknowledge that I am submitting this decision as the committee chair/co-chair on behalf of the external members of the committee, who do not have access to this platform. This submission accurately reflects their input and agreement as part of the committee's decision-making process.

[Submit External Members Decisions](#)

6. If your external members were the last committee member that the form was pending, your form should be shown as completed after submission. If other UTRGV faculty committee members are still pending their decision, the form will still show as pending until they log in and submit their decision.

For all technical issues please contact researchIT@utrgv.edu