

Steps to Complete the Graduate Committee Status Report Form
(Instructions for Students / Faculty)

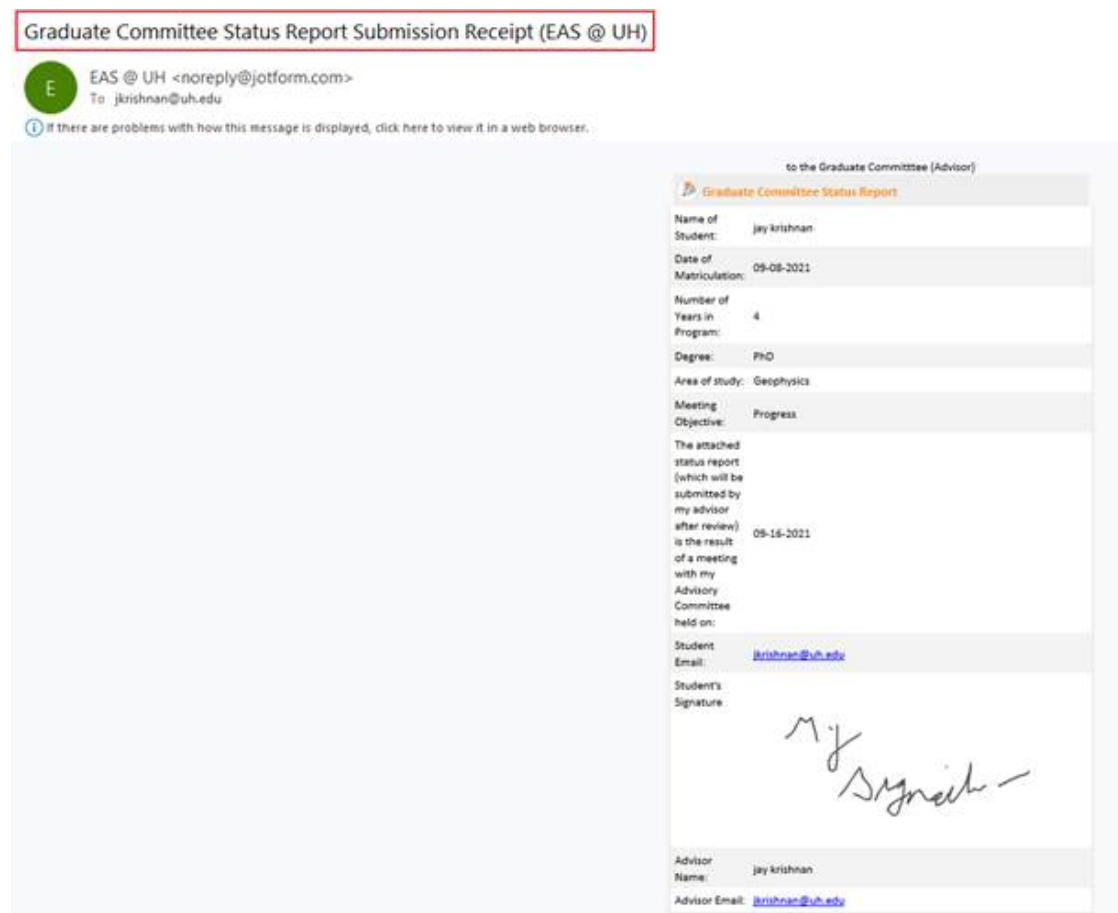
For Students

1. Access the form @ <https://uh.edu/nsm/earth-atmospheric/graduate/forms/>
2. Fill out the pertinent details. Ensure you are putting a valid email address for yourself and your advisor. This is critical to get approval from the advisor and other relevant communication.

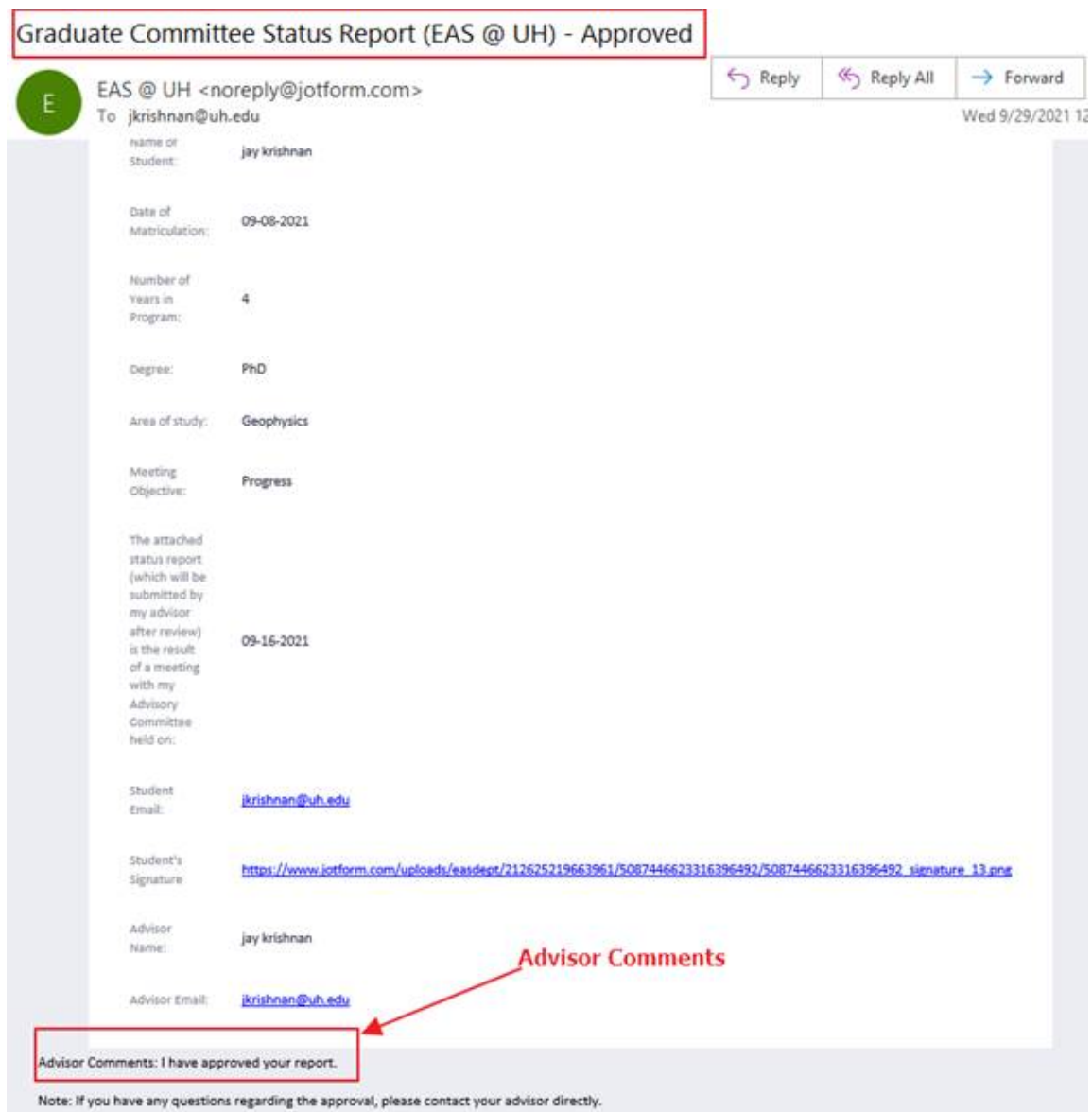
UNIVERSITY of HOUSTON
EARTH AND ATMOSPHERIC SCIENCES
Graduate Committee Status Report

Name of Student: * [First Name] [Middle Name] [Last Name]
Date of Matriculation: * [mm-dd-yyyy] Date
Number of Years in Program: * [ex: 23]
Degree: * MS (Thesis) MS (Plan 2) PhD
Area of study: * Geology Geophysics Atmospheric Sciences
Meeting Objective: * Proposal Defense Progress
The attached status report (which will be submitted by my advisor after review) is the result of a meeting with my Advisory Committee held on: [mm-dd-yyyy] Date
Student Email: * [example@example.com] You will be emailed a copy of this report
Student's Signature * [Signature Area] Clear
Advisor Name: * [Advisor Name Field]
Advisor Email: * [Advisor Email Field] For approval, ensure email is correct

3. Once the form is filled out and submitted. You will get a confirmation email that shows the relevant details you submitted. You should save this email as proof of submission. Below is a sample submission. The subject of the email will say "Graduate Committee Status Report Submission Receipt"



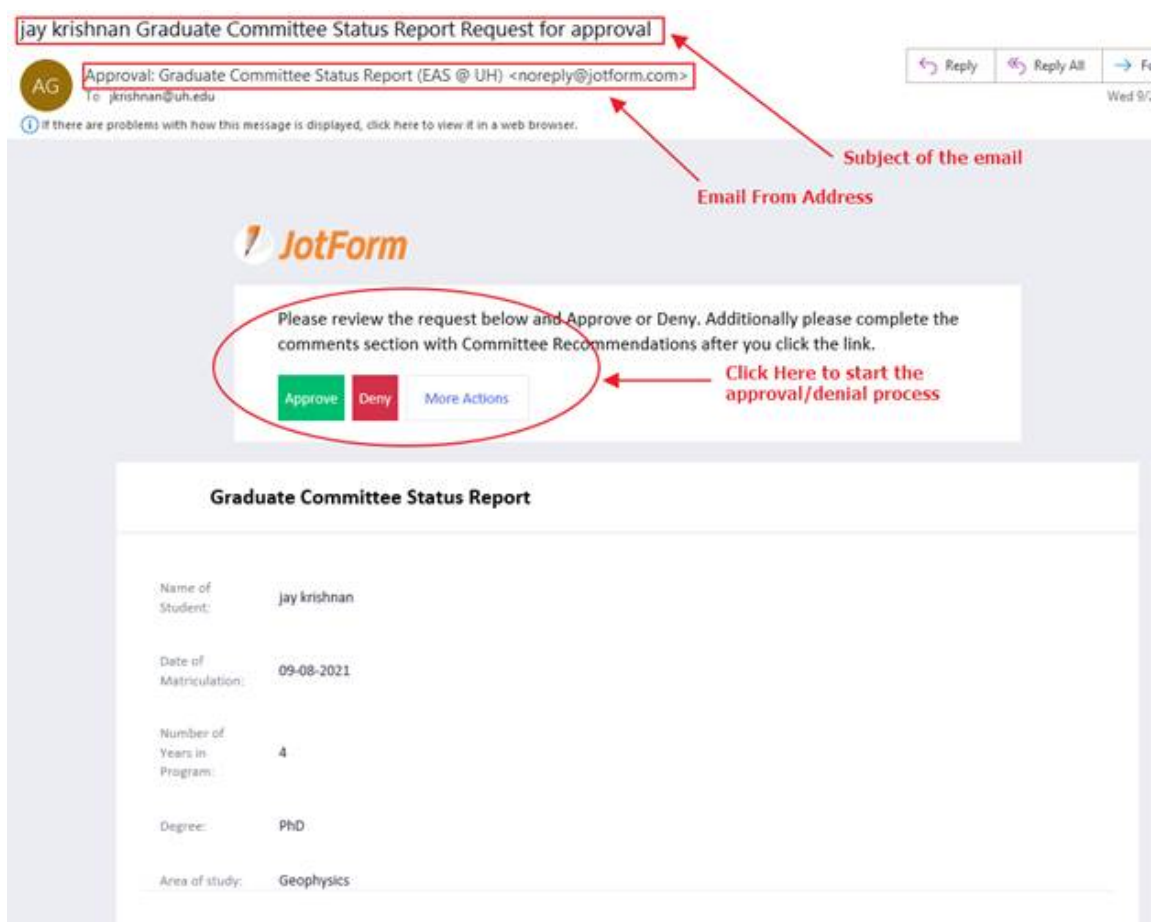
- The advisor is then sent an automated email by the system to approve/deny with comments. Once the advisor acts on this email, you will get a final email of the approval/denial. This completes the process. A sample approval email is show below.



- If the Status Report is denied, please email the advisor directly.

For Faculty

- Once a student completes the form, please watch for an email from the system to approve/deny the status report. This is an action item, and you will receive an email like below. Click where it says "Approve", "Deny", More Actions



- Clicking, will take you a website to start the approval/denial process. Check to see if the site is secure, review the student submission details and Approve or Deny the report. You can also "Reassign" it to another individual to approve/deny the report. Clicking this option, produces a popup to enter another email address (to reassign).


https://www.jotform.com/inbox/5087476383314766954?outcomeID=1

Check to see if site is available

Graduate Committee Status Report

Jay Krishnan | [Action Required](#)

[Print](#) | [Download](#)

Submission Date	Sep 29, 2021 2:00 PM
Name of Student	Jay Krishnan
Date of Matriculation	Sep 6, 2021
Number of Years in Program	4
Degree	PhD
Area of Study	Geophysics
Meeting Objective	Progress
The attached status report (which will be submitted by my advisor after review) is the result of a meeting with my Advisory Committee held on:	Sep 16, 2021
Student Email	jkrishnan@uh.edu
Student's Signature	
Advisor Name	Jay Krishnan
Advisor Email	jkrishnan@uh.edu

Review the details submitted by student

Approval Step
Please review this submission.

Please enter comments here.

Add your comment here.

[Approve](#) [Deny](#) [Reassign](#)

Approve, Deny or Reassign

3. This completes the approval/denial process.