

NOMINATION OF Ph.D. QUALIFYING EXAMINATION COMMITTEE

This form must be submitted to your department at least two weeks before your qualifying examination. You will be notified if there are any problems with your proposed committee.

(Name) _____ (Student ID #) _____ is ready to proceed to the
qualifying examination for the Ph.D. in (Department/Program) _____ on (date)
_____. The proposed title of the dissertation is (title) _____

➤ **Guidelines for Committee Membership**

- This committee must consist of at least 5 members.
- All committee members must hold a Ph.D.
- At least 3 members, *including the Chair*, must hold a tenure track faculty appointment within your home department.
- At least 1 member must hold a position at UCI *outside* of your home department. **Please verify that the outside member does not have a primary or joint appointment with your home department.**
- For each committee only one exception request will be considered. Exceptions could include a professor from outside of the University or an adjunct professor serving on the committee. In the case of an exception request, the department **must** turn in an exception memo and a copy of the professor's CV with this form in order to get this approved.
- *Please note that some departments/programs have additional guidelines. Please refer to your department/program website or handbook for more information.*

This student's proposed committee is as follows (please print or type):

Name

Department

Chair: _____

General Member: _____

General Member: _____

General Member: _____

Outside Member: _____

Recommended by (please sign):

Student

Date

Associate Dean, HSSoE

Date

Student's Faculty Advisor

Date

Dean, Graduate Division

Date

Department Chair/Graduate Advisor

Date