

THE HENRY SAMUELI SCHOOL OF ENGINEERING  
NOMINATION OF Ph.D. QUALIFYING EXAMINATION COMMITTEE

*This form must be submitted to your department **at least two weeks** before your qualifying examination. Once your committee has been approved at both the department and the school level you will be notified and can proceed with the examination.*

(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 *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.

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 Associate Dean, Graduate Division Date

\_\_\_\_\_  
Department Chair/Graduate Advisor Date