UCLA GRADUATE DIVISION

Nomination of Doctoral Committee

Return to: Academic Services, 1255 Murphy Hall, 142801

Student Name (last, first, middle) _____

University ID # _____ E-mail _____

This student has completed the preliminary requirements and is ready to proceed to the qualifying examinations for the _____

degree in _____

Students must complete all language requirements prior to advancing to candidacy.

The department nominates the following persons to serve as the Doctoral Committee:

Name (last, first)	Chair	Co-Chair	Department	Academic Rank
	☐	☐		
		☐		

Effective Fall Quarter 2016, all committee members must read, approve, and certify the dissertation.

Email address(es) of any Committee members and/or additional member(s) who do not hold a UCLA Academic Senate faculty appointment.*

Member Name _____ Member E-mail _____

Member Name _____ Member E-mail _____

* Please attach a CV and fill out the explanation box below for any of the following:

1. Non-UCLA Faculty
2. Subject Matter Experts (e.g., UCLA administrators, clinical and/or adjunct faculty members not approved by CDP, or other field experts outside of UCLA)

Explanation: (required)

Signature of Department Chair or Authorized Faculty Departmental Graduate Adviser

Name _____ Signature _____ Date _____

Minimum Standards for Doctoral Committee Constitution

Effective Fall 2016

1. All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).

2. One of the three UCLA members may be an Adjunct Professor (any rank) or Professor of Clinical X (any rank) who is certified and approved by the Committee on Degree Programs (CDP).

3. The Chair always must hold a current Academic Senate faculty appointment at UCLA in the same department or interdepartmental program as the student.

4. Each program or department may set additional requirements above the UCLA minimum standards in their Program Requirements regarding:

   a. UCLA members (e.g., all three must hail from the home department, two out of three from the same discipline as the student, etc.)
   b. Parameters for service as a Co-Chair
   c. Minimum academic credentials of an additional member

5. Only one committee member may hold an Academic Senate faculty appointment or its academic equivalent at another accredited university or college (UC or non-UC) without need of an exception from the Graduate Division.

6. All committee members read, approve, and certify the dissertation. Under unusual circumstances, a department or interdepartmental program may petition the Committee on Degree Programs via the Graduate Division for an exception that would allow three committee members (including the Chair and at least one other UCLA member) to serve as certifying members in lieu of the full committee. An approved exception would apply to all doctoral committees of graduate students in that department or interdepartmental program for a period of up to ten years.

7. All committee members must certify that the fairness, equity, and academic integrity of the oral qualifying examination and the final oral examination (dissertation defense) have been preserved by the doctoral committee.

8. Only one committee member (never the Chair or Co-Chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee Chair must provide written approval to the student ahead of the examination. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the department/program must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the department or inter-departmental program Chair may petition the Graduate Division for an exception to allow a second member (not the Chair or Co-Chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). [Effective 2015 Fall]