

## Student Instructions for the *Reconstitution of the Doctoral Committee and/or Change in Final Oral Examination Requirement Form*

Please see pages 14-19 of [Standards & Procedures for Graduate Study at UCLA](#) for regulations governing the composition of doctoral committees.

### **Students Who Have NOT Advanced to Candidacy**

The signatures of the department chair, committee chair, and all members being added or removed are required.

#### **The form is used to:**

- A. Add or remove committee members
    - If a member no longer holds an appointment at UCLA the committee must be reconstituted.
  - B. Change Chairs or Co-Chairs
- I. Fill out the petition including your name, UID, email, major, and degree objective.

Student Name (last, first, middle)	Bruin, Joseph		
University ID #	123456789	Email	jbruin@ucla.edu
Major	History	Degree Objective	PhD
<small>* indicates an interdepartmental program</small>			

2. Indicate that you are changing committee members.

This petition is to:  Change committee members  Change the final oral examination requirement

3. Indicate whether you have advanced to candidacy.

Has the student advanced to candidacy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--	---------------------------	-------------------------------------

4. Final Oral Examination Requirement has not been established. Do **NOT** complete this section.

As indicated by the signatures below, the committee agrees that the Final Oral Examination is	<input checked="" type="radio"/> required	<input type="radio"/> not required
---	---	------------------------------------

**Does Not Apply**

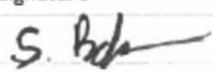
5. Fill in committee member information.

The signature of the department chair, committee chair, and all members being added or removed are required. If a committee member is unable to physically sign the committee reconstitution, an email in favor of the change from their official university or UCLA email account may be attached to the form. Please select "New?" if the committee member is being added.

\*Per Doctoral Committee Minimum Standards, all committee members will need to read, approve, and certify your dissertation.

To be completed by student				To be completed by committee member
Title	Name (please print)	Department	New?	Signature
Chair/Co-Chair			<input type="checkbox"/>	
Co-Chair			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	

**Please remove** the following professors from the Doctoral Committee:  
 Leave blank if there are no deletions. Please indicate in the signature area if the professor is no longer at UCLA. Signatures from faculty who no longer hold an appointment at UCLA are not required. Members appointed via option 9/10 must sign the form.

Name (please print)	Signature
Baker, Susan	

Signature of Department Chair or Authorized Faculty Graduate Advisor

Name Jamie Clark Signature  Date 04/23/15

**Students Who Have Advanced to Candidacy**

Once you have advanced to doctoral candidacy, the signatures of all committee members and the department chair are mandatory.

**If a student has advanced to doctoral candidacy, the form is used to:**

- A. Add or remove committee members

- If a member no longer holds an appointment at UCLA the committee must be reconstituted.
  - B. Change Chairs or Co-Chairs
  - C. Change Final Oral Examination requirement
    - If the Final Oral Examination is mandatory, a memo from the Chair of your department must explain the academic reasons that this final defense may be waived when it is mandatory for all other students in the program. This memo must be attached to the form.
- I. Fill out the petition including your name, UID, email, major, and degree objective.

Student Name (last, first, middle)	Bruin, Joseph	
University ID #	123456789	Email jbruin@ucla.edu
Major	History	Degree Objective PhD
	<small>* indicates an interdepartmental program</small>	

2. Indicate if you are changing committee members and/or the final oral examination requirement.

This petition is to:  Change committee members  Change the final oral examination requirement

3. Indicate whether you have advanced to candidacy.

Has the student advanced to candidacy? <input checked="" type="radio"/> Yes <input type="radio"/> No
--

4. Indicate Final Oral Examination Requirement.

As indicated by the signatures below, the committee agrees that the Final Oral Examination is <input type="radio"/> required <input checked="" type="radio"/> not required
--

5. Fill in committee member information.

The signatures of all committee members and the department chair are required. If a committee member is unable to physically sign the committee reconstitution, an email in favor of the change from their official university or UCLA email account may be attached to the form. Please select “New?” if the committee member is being added.

\*Per Doctoral Committee Minimum Standards, all committee members will need to read, approve, and certify your dissertation.

To be completed by student				To be completed by committee member
Title	Name (please print)	Department	New?	Signature
Chair/Co-Chair			<input type="checkbox"/>	
Co-Chair			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	
Committee Member			<input type="checkbox"/>	

Please **remove** the following professors from the Doctoral Committee:

Leave blank if there are no deletions. Please indicate in the signature area if the professor is no longer at UCLA. Signatures from faculty who no longer hold an appointment at UCLA are not required. Members appointed via option 9/10 must sign the form.

Name (please print)

Signature

Baker, Susan



Signature of Department Chair or Authorized Faculty Graduate Advisor

Name Jamie Clark

Signature



Date 04/23/15

For any questions, please contact [academicservices@grad.ucla.edu](mailto:academicservices@grad.ucla.edu).