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

Please see pages 11-14 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.
   - If an inside member holds an appointment at UCLA, but is no longer affiliated with the student’s major department, they may be appointed as an outside member. A new inside member must be appointed.

B. Change Chairs or Co-Chairs

1. Fill out the petition including your name, UID, email, major, and degree objective.

2. Indicate committee members you are changing.

3. Indicate whether you have advanced to candidacy.
4. Final Oral Examination Requirement has not been established. Do **NOT** complete this section.

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.
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. The certifying members of the committee must always be indicated.

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.
   - If an inside member no longer holds an appointment in the student’s major department, they may be appointed as an outside member. A new inside member must be appointed.

B. Change Chairs or Co-Chairs

C. Change certifying membership

D. 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.

1. Fill out the petition including your name, UID, email, major, and degree objective.

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

3. Indicate whether you have advanced to candidacy.
4. Indicate Final Oral Examination Requirement.

As indicated by the signatures below, the committee agrees that the Final Oral Examination is  
(required ☑ not required ☐)

5. Fill in committee member information.

The signatures of all committee members and the department chair are required. Indicate whether each  
member is certifying or not, even if there is no change in their certifying status. If a committee member  
is unable to physically sign the committee reconstitution, an email in favor of the change from their  
oficial university or UCLA email account may be attached to the form. Please select “New?” if the  
committee member is being added.

<table>
<thead>
<tr>
<th>To be completed by student</th>
<th>To be completed by committee member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Name (please print)</td>
</tr>
<tr>
<td>Chair/Co-Chair</td>
<td>Kamal, Tiwari</td>
</tr>
<tr>
<td>Co-Chair</td>
<td>☐</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Takanabe, Jeffrey</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Garcia, Rosana</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Sun, Yang</td>
</tr>
</tbody>
</table>

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: [Signature]
Date: 04/23/15
Option 9 & Option 10 Instructions

Students who have not advanced to candidacy: The signatures of the department chair, committee chair, and all members being added or removed are required.

Students who have advanced to doctoral candidacy: The signatures of all committee members and the department chair are mandatory. The certifying members of the committee must always be indicated.

If a committee member has already been appointed via Option 9 or 10, please list them in the appropriate box (no additional documentation is required).

**Doctoral Committee - Option 9:** Request to have a faculty member from another UC campus serve as one of the minimum four members on a doctoral committee (as either an inside member or the outside member).

If the Option 9 member is being added with this reconstitution, attach a memo from the Chair of your department explaining the academic reasons:

a) How the faculty member would add value to the committee  
b) How his/her background is relevant to the student’s research and  
c) How this faculty member is more suitable to the committee than a UCLA faculty

1. Complete the row labeled “Option 9 Committee Member.” In the box labeled “Department” include the name of the member’s department and the UC campus.

2. Fill in the committee member’s official university email address in the space provided.
**Doctoral Committee - Option 10:** Request to have a faculty member from another university, who is in the same field as the student, serve as the outside member.

If the Option 10 member is being added with this reconstitution:

1. Attach a memo from the Chair of your department explaining the academic reasons:
   a) How the faculty member would add value to the committee
   b) How his/her background is relevant to the student’s research and
   c) How this faculty member is more suitable to the committee than a UCLA faculty

2. A statement indicating that the department has made arrangements to finance all travel expenses of the Option 10 member (See Standards & Procedures, Page 12).

3. Attach a CV of the faculty member to the form.

1. Complete the row labeled “Option 10 Committee Member.” In the box labeled “Department”, include the name of the member’s department and the institution.

2. Fill in the committee member’s official university email address in the space provided.

For any questions, please contact academicservices@grad.ucla.edu.