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

1. 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  * indicates an interdepartmental program
Degree Objective  PhD

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

Has the student advanced to candidacy?  [ ] Yes  [ ] No

As indicated by the signatures below, the committee agrees that the Final Oral Examination is  [ ] required  [ ] not required

Does Not Apply
```

2. Indicate that you are changing committee members.

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.

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

![Committee Member Form](image)

**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
   o 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 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?  ☐ Yes  ☐ No

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