

# USC Graduate School

## Appointment or Change of Qualifying Exam or Dissertation Committee

Please indicate the type of committee:

**Qualifying Exam Committee:** The qualifying exam committee is normally composed of five members, although additional members may be included at the student's and committee chair's discretion. The committee chair and at least two additional members must be affiliated with the student's program. Faculty eligible to serve as committee chairs and members include tenured and tenure track faculty, and non-tenure track faculty of outstanding stature who have a documented record of exceptional expertise and superior achievement in their field, and whose appointment has been approved by the dean of the student's school. At least three members of the committee must be tenured or tenure track. Visiting faculty may not serve on qualifying exam committees. *Schools and programs may have additional requirements. Students should consult with their programs prior to forming a committee.*

**Dissertation Committee:** The dissertation committee must consist of at least three members. Two committee members must be from the home program, at least one of whom must be tenured. Faculty eligible to serve as committee chairs and members include tenured and tenure track faculty, and non-tenure track faculty of outstanding stature who have a documented record of exceptional expertise and superior achievement in their field, and whose appointment has been approved by the dean of the student's school. *Schools and programs may have additional requirements. Students should consult with their programs prior to forming a committee.*

**The original form is to be kept by the program and a signed copy provided to the student.**

Student Name: \_\_\_\_\_ Student I.D.# \_\_\_\_\_  
Last First

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ POST Code: \_\_\_\_\_ Major: \_\_\_\_\_ School: \_\_\_\_\_

**The program verifies that the student has satisfactorily completed all pre-examination requirements:**

GPA: \_\_\_\_\_ (minimum of 3.0) Units: \_\_\_\_\_ (minimum of 24 units in residence)

*If the student is changing the committee chair, the signature of the previous chair is required here:*

***For all changes of committee, please list the names of all committee members. Only the new member(s) and committee chair are required to sign.***

<u>Committee Members</u> <i>Printed names</i>	<u>Rank</u>	<u>Appointment Type</u> <i>Tenured/ Tenure track/ Non-tenure track</i>	<u>Home Dept.</u>	<u>Signature</u>	<u>Date</u>
Chair	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Committee Members**  
*Printed names*

**Rank**

**Appointment Type**  
*Tenured/ Tenure track/  
Non-tenure track*

**Home Dept.**

**Signature**

**Date**

\_\_\_\_\_

**Please complete the section below for all appointments and changes of committees.**

**Printed Name**

**Signature**

**Date**

**Student**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Department Chair or Program Director**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dean**

\_\_\_\_\_

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