

USC Graduate School

Appointment or Change of Qualifying Exam Committee

Qualifying Exam Committee: The qualifying exam committee is composed of five members. The committee chair and at least two additional members must have an appointment in the student's program. This includes the expertise of tenured, tenure track, research, teaching, practitioner and clinical faculty.

A USC faculty member from outside the student's home program is called an "**outside member.**" For outside faculty the judgment of qualification to serve will be made by the dean of the school of the outside faculty member's primary appointment.

A faculty member from an institution other than USC, called an "**external member.**" The CV of the external member must be attached to the Appointment of Committee form PDF and uploaded to Thesis Center. Outside and/or External members should be identified as such in the Appointment Type column below.

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.

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

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

Student Name: _____
Last First

Student I.D.# _____

Phone: _____ **E-mail:** _____

Program Of Study (POST) Code: _____
(do not enter your zip code)

GPA: _____
 (minimum of 3.0)

Major: _____ **School:** _____

Units: _____
 (minimum of 24 units in residence)

<u>Committee Members</u> <i>Printed names</i>	<u>Rank:</u> <i>Ex: Professor, Associate Professor, etc.</i>	<u>Appointment Type</u> <i>Tenured/ Tenure track/ RTPC; Outside/external</i>	<u>Home Dept.</u>	<u>Signature</u>	<u>Date</u>
Chair	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please complete the section below for all appointments and changes of committees. Dean of Outside Member's School only required if applicable

	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
Student	_____	_____	_____
Department Chair or Program Director	_____	_____	_____
Dean	_____	_____	_____