

**REQUEST FOR APPOINTMENT OF DOCTORAL EXAMINATION COMMITTEE**

- Preliminary, Date  (Submit at least three weeks before the examination.)
- Final/Dissertation (If examination will occur within the next six weeks, indicate the date of the examination )
- Substitution/Change/Deletion (Submit as soon as the need for the change is known.)

Name of Student:  UIN#

Current Mailing Address:

Dept./Unit  Major:

Members <sup>1</sup>	Dept./Unit	Specialization <sup>2</sup>	Graduate Faculty Member	Tenured	Voting	Non-voting
<input type="text"/> Chair <sup>3</sup>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> Contingent Chair <sup>4</sup>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> Director of Dissertation Research	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1. The committee must include at least four voting members, including three current members of the Graduate Faculty and two tenured members of the faculty. Non-voting members, such as an external reader, a member of the faculty who is off campus, or others who can make a significant contribution to the research, may be appointed.
2. The committee should include faculty members from more than one area of specialization.
3. The chair must be a member of the Graduate Faculty.
4. If designated, must be a member of the Graduate Faculty. Serves if the chair leaves the Graduate Faculty.

On back, provide a justification for any non-member of the Graduate Faculty who is to serve with vote.

Unit Executive Officer

\_\_\_\_\_  
Signature

Date

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For Graduate College use: \_\_\_\_\_ Approved: \_\_\_\_\_  
Expiration date Name Date

Please provide a brief description of the qualifications and justification for each non-Graduate College Faculty member being nominated to serve as a voting member of the committee.

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## **EXAMINATION POLICIES AND PROCEDURES**

Qualifying examinations are optional at the discretion of the department.

A preliminary examination or some other review of progress toward degree is required at the completion of Stage II of graduate study.

A Final/Dissertation Examination is required for each student submitting a dissertation. The Final/Dissertation Committee is responsible for advising the student's research, ensuring the quality of the dissertation, and conducting a final examination based on the dissertation. The Final/Dissertation Committee should be appointed as early as possible and for as long as necessary to achieve these purposes. However, the final examination must occur within five years of the date of successful completion of the preliminary examination.

Committees should include those faculty members who have the most expertise in the student's research area and should include faculty members from more than one area of specialization. Committees must have a minimum of four members, at least three of whom are members of the graduate faculty and at least two of which are tenured. In some instances, such as interdisciplinary committees, a committee of five or more members may be appropriate. Methodological, theoretical, and/or thematic diversity should be represented on final/dissertation committees. Such diversity may be achieved by including faculty members from two or more subdisciplines within the unit, other departments, or other campuses. Departments might create "ententes" (for example, History, Anthropology, and English) that routinely exchange outside members.

The chair of the committee must be a member of the Graduate Faculty<sup>1</sup> and may or may not be the thesis advisor, according to department policy.

All voting members of the committee must be present at the preliminary and final examinations or participate in the exams via appropriate electronic communication. Non-voting members need not be present.

A unanimous vote, evidenced by signatures on the Certificate of Result, is required. The Certificate of Approval must be signed by all voting members and may be signed by non-voting members. (Only the thesis director must sign the Certificate of Approval of a master's thesis; other committee members may sign.)

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<sup>1</sup> A faculty member who resigns or retires is terminated from membership in the Graduate Faculty unless the unit requests that the faculty member continue for a specified period of time. Those retired or resigned faculty members who continue on the Graduate Faculty without current appointment (zero-, part-, or full-time) may serve as a voting member and chair a doctoral examination committee.