

# Return to Graduate Secretary

## REQUEST FOR APPOINTMENT OF PRELIMINARY/DOCTORAL EXAMINATION COMMITTEE

Name: \_\_\_\_\_ UIN: \_\_\_\_\_

- Oral Preliminary Exam date/time\*** \_\_\_\_\_ (Submit at least 3 weeks before event)
- Final Exam/Dissertation date/time\*** \_\_\_\_\_ (Submit at least 3 weeks before event)

\*Must be registered entire semester for Preliminary and Final defenses.

- I would like to reserve 300C**
- I will not need to reserve a room (alternate arrangements have been made)**

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**(This form will not be processed without selecting a room preference)**

Members:	Voting Member	
	Yes	No
<b>Chair:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>
Co-Chair: _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Director of Research:</b> _____ (may be same as Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Co-Director of Research: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other Member: _____	<input type="checkbox"/>	<input type="checkbox"/>

### Membership requirements:

1. Committees must include at least four voting members, at least three of whom must be members of the Graduate Faculty, and at least two of whom must also be tenured at the Urbana-Champaign campus.
2. The chair must be a member of the Graduate Faculty. At the department's discretion, a co-chair may be appointed. If appointed, a co-chair must meet all the requirements that apply to the chair.
3. If there are more than four voting members on the committee, at least half of the voting members must be members of the Graduate Faculty.
4. The tenure requirement can be met by term members of the Graduate Faculty who retired or resigned with tenure for a period following their resignation or retirement, according to the Policy on Graduate Faculty Membership ([Part II, Chapter 1](#)).

5. Upon departmental request, the Dean of the Graduate College may also appoint non-voting members to doctoral committees. Non-voting members do not need to be present at the examination. Non-voting members may be appointed but are rare on preliminary examination committees.

Remote Participation:

1. Technology must allow all participants to communicate throughout the examination and to access all materials presented. Video technology is encouraged for remote committee members and required for a student participating remotely.
2. The chair (or co-chair) is responsible for coordinating the use of any technology, for recessing the examination if technical problems prevent full participation, and for deciding to resume the examination promptly.

IF ANY MEMBER OF YOUR COMMITTEE IS NOT GOING TO BE PHYSICALLY PRESENT, PLEASE LIST THEIR NAME, EMAIL ADDRESS, AND TELEPHONE NUMBER HERE:

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Title of Dissertation (Can be tentative for \*ORAL prelim): \_\_\_\_\_

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DGS Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*POLICY REMINDERS\*\*\*\*\*

- Students must submit their dissertation to committee members at least 2 weeks prior the exam date.
- Committee/Committee changes must be appointed **before** the exam occurs
- Appointment effective for **180 days from date of appt** by Grad College
- Students who passed the prelim > 5 years ago are **required to take 2<sup>nd</sup> prelim** before attempting final exam
- Students **must be registered** during the entire academic term in which the prelim/final exam occurs
  - For the purpose of the doctoral exam, an “**academic term**” extends from 1<sup>st</sup> day of instruction through the day before 1<sup>st</sup> day of instruction for the following term
- **All voting members must participate** in the exam (in person or by video-or teleconference)

SUBMIT THIS COMPLETED DOCUMENT TO THE GRADUATE PROGRAM COORDINATOR IN THE HISTORY DEPARTMENT ALONG WITH A CURRENT CV AND JUSTIFICATION FOR ANY EXTERNAL NON-MEMBER OF THE GRADUATE FACULTY WHO IS TO SERVE WITH VOTE. THE JUSTIFICATION MUST BE SUBMITTED BY THE COMMITTEE CHAIR. THE GRADUATE PROGRAM COORDINATOR WILL FORWARD TO THE GRADUATE COLLEGE.