

Navigating the Qualifying Exam Tool

*Graduate Academic Services
Viterbi Admission and Student Engagement*



Establishing a Qualifying Exam Committee

- Log into myViterbi
- Click on "PhD Committee Systems and Forms"



The screenshot shows the myViterbi website interface. At the top, the "myViterbi" logo is displayed in yellow and red. Below the logo is a dark red horizontal bar with the word "Announcements" in white. Underneath this bar is a yellow horizontal bar. Below the yellow bar is a list of services, each preceded by a bullet point. The item "PhD Committee System and Forms" is highlighted with a yellow background. The list includes:

- Advisement Appointment System
- Apply for an hourly position to support a class (eg. Grader, etc..)
- D-Clearance Request Manager
- DEN Petition Request Form
- Directed Research
- Instructional Software Distribution
- Internship Course Request Form
- Learning Environment Services Manager
- MS Progress Review
- Optional Practical Training Graduation Verification Form
- **PhD Committee System and Forms**
- Placement Exam Registration (EE)



Accessing the System

PhD Committee Request Form

This page will be used for you to assemble your PhD committees (both Qualifying Exam committee and eventually your dissertation committee). If this is your first visit here, the system has created a draft committee request form; click on the "View Qual" button below to get started.

ID	MAJOR	SUBMITTED	LAST UPDATED	STATUS
View Qual	Engineering Environmental Engineering (400)			Draft

Showing 1 to 1 of 1 entry

[Return to myViterbi](#)

- By accessing this tool for the first time, it triggers an automated process that reviews your student data and generates your initial PhD Qual record.
- The newly created Qual Record will be set to "Draft".
- You can submit a New PhD Quals proposal only if you do not currently have a pending (non-Approved, or non-Denied) request.
- Begin the form process by clicking view qual



Qualifying Exam Request: Details Screen

Once you click on "view qual" you are taken to the view details page:

Here you have access to:

- Committee Member Assembly
- Supporting documents submission
 - Example:
 - Written exam
- Status of Form:
 - Status of your form: “Draft” means that you can make as many changes as you need without triggering notifications to faculty or advisors.
 - “In Review” means that your record is currently being reviewed and or signed off by your selected faculty.

PhD Committee Request Form

Request Details

Committee Assembly Date Assembly in Progress Download PDF	Exam Completed Date Pending PDF Pending	Initiated 10-08-2024	Last Update 10-31-2024	Current Status In Review
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Student Information

Name [Redacted]	USCID [Redacted]	Email [Redacted]@usc.edu
Major Civil Engineering (665)	GPA [Redacted]	Units Completed 72

Exam Results

PASSED/NOT PASSED	Written Examination	Oral Examination	Submitted By	Submitted On
Pending	10-30-2024	11-12-2024	Pending	Pending

Your results are pending your committee's sign-off.



Committee Assembly

- To begin adding committee members:
 - Click on "+" under action to add a committee member

Committee Status Report - Committee Chair (typically your Faculty Advisor)

- × Committee Chair must have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- × Two other members must also have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- × One of three members above must be tenured.
- × At least four members must be tenured, tenured-track or approved research faculty.
- × The 'outside member' must have a primary USC appointment outside Sonny Astani Department of Civil and Environmental Engineering.
- × Committee does not have 5 Members.

Name	Rank	Appointment	Your Department	Details	Action
Committee Chair, Home Dept					
Home Dept					
Home Dept					
Outside Member					
Open Choice					
Burcin Becerik-Gerber Dept Chair/Delegate					



Committee Assembly: Adding a Faculty Member

- For USC Viterbi Faculty: Typing the faculty's last name will display a list of all faculty members appropriate to the submission requirements.
- You can designate if the faculty member is outside of Viterbi, or outside of USC for your "Outside Member" and "Open Choice" selects.

Committee Member Selection

Committee Status Report - Committee Chair (typically your Faculty Advisor)

- ✗ Committee Chair must have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- ✗ Two other members must also have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- ✗ One of three members above must be tenured.
- ✗ At least four members must be tenured, tenured-track or approved research faculty.
- ✗ The 'outside member' must have a primary USC appointment outside Sonny Astani Department of Civil and Environmental Engineering.
- ✗ Committee does not have 5 Members.

Faculty Member's Details

Last Name

First Name

Middle Name

Add to Committee

Cancel



Committee Assembly: Adding a Faculty Member Outside Viterbi or external to USC

- Faculty members outside of Viterbi or external to USC require you to provide additional information
 - Email, Rank, Appointment, Department.
 - Non-USC Faculty will additionally require the faculty's CV.
- You will not be able to add a faculty without having all their proper information (including CVs)

Faculty Member's Details

Faculty member is USC Viterbi Faculty USC non-Viterbi Faculty Non-USC Faculty

Last Name First Name Middle Name

For Non-USC faculty, please provide the information below.

Email Upload CV [PDF Only] No file chosen



Committee Assembly: Incomplete Assembly Committee Form

- An incomplete or improperly assembled will inform the student by having the “Committee Status Report’ colored in red/rose, with X (instead of checkmark) next to requirements that aren’t met.
- X circle button allows you to remove the committee member and change
- + circle button allows you to add the committee member
- Once the top box is green, that means you satisfy the requirement of the committee, and you can then press the submit committee button on the bottom to proceed

Committee Members

Committee Status Report - Committee Chair (typically your Faculty Advisor)

- ✓ Committee Chair must have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- ✗ Two other members must also have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- ✓ One of three members above must be tenured.
- ✓ At least four members must be tenured, tenured-track or approved research faculty.
- ✓ The 'outside member' must have a primary USC appointment outside Sonny Astani Department of Civil and Environmental Engineering.

My committee has a co-chair (this is uncommon and should first be discussed with your committee chair).

Name	Rank	Appointment	Your Department	Details	Action
Committee Chair, Home Dept	Professor	Tenured	Sonny Astani Department of Civil and Environmental Engineering		✗
Home Dept	Associate Professor	Tenured	Sonny Astani Department of Civil and Environmental Engineering		✗
Home Dept					+
Open Choice	Assistant Professor	Tenure Track	Biological Sciences		✗
Outside Member	Professor	Tenured	Aerospace and Mechanical Engineering		✗
Burcin Becerik-Gerber Dept Chair/Delegate					Pending
Erik A Johnson Dean/Delegate					Pending

Please add members to your committee.



Committee Assembly: Completed Assembly Committee Form

- Once the committee is submitted for approval, changes cannot be made.
- Once a proper committee is assembled the student will be able to submit the committee for review by clicking the “Submit” button.
- The “Submit” button will only appear if the “Committee Status Report” is colored green and has all checkmarks.
- Any external faculty members will have their text highlighted in red
- Any faculty outside USC will also have their CV (pdf) available.
- Faculty who have not accepted the assembly invite will be denoted by an hourglass icon with the text “Pending” below.
- The student will be able to see which faculty accepted their participation denoted by a green checkmark inside a circle icon.

Committee Members

Committee Status Report - Committee Chair (typically your Faculty Advisor)

- ✓ Committee Chair must have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- ✓ Two other members must also have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- ✓ One of three members above must be tenured.
- ✓ At least four members must be tenured, tenured-track or approved research faculty.
- ✓ The 'outside member' must have a primary USC appointment outside Sonny Astani Department of Civil and Environmental Engineering.

My committee has a co-chair (this is uncommon and should first be discussed with your committee chair).

Name	Rank	Appointment	Your Department	Details	Action
[Redacted] Committee Chair, Home Dept	Professor	Tenured	Sonny Astani Department of Civil and Environmental Engineering		✓
[Redacted] Home Dept	Assistant Professor	Tenure Track	Sonny Astani Department of Civil and Environmental Engineering		✓
[Redacted] Home Dept	Associate Professor	Tenured	Sonny Astani Department of Civil and Environmental Engineering		✓
[Redacted] Open Choice	Professor	Clinical Scholar	Neurological Surgery		✓
[Redacted] Outside Member	Associate Professor	Tenured	Population and Public Health Sciences	Download	✓
[Redacted] Dept Chair/Delegate					✓
Erik A Johnson Dean/Delegate					✓

You have finalized your Committee and submitted your request, thank you.



Entering your Oral Examination Date

Exam Information and Preparation

Please provide the below exam date(s).

Oral Examination



I understand that these are the date(s) that the committee will be made aware of and that I will upload my completed Written Exam (PDF) 7 Days prior to the above scheduled examination Oral Date.

Submit Oral Date

Submit

By clicking the "Submit" button, you will not be able to make anymore changes and you are sending the examination dates and uploaded file(s) to the committee for review.

- You will see this once the entire committee has approved including the department chair and the Dean



Uploading Written Exam

Exam Information and Preparation

Please provide the below exam date(s).

Oral Examination

01/31/2025



I understand that these are the date(s) that the committee will be made aware of and that I will upload my completed Written Exam (PDF) 7 Days prior to the above scheduled examination Oral Date.

Submit Oral Date

Written Exam due by 01-24-2025.

Upload Written Exam [PDF Only]

Choose File

No file chosen

Upload Written Exam

Submit

By clicking the "Submit" button, you will not be able to make anymore changes and you are sending the examination dates and uploaded file(s) to the committee for review.

- ***You must upload the written portion of your PDF within seven days of your oral exam date. This seven-day upload rule is a strict policy mandated by the Dean's office.***
- Failure to do so will lock the form and force you to change to new oral exam date to proceed with the qualifying exam process



Pending Qualifying Exam Results

Once you submit your exam details you will see

- “In-review” this means that
 - You have an approved qualifying committee assembly
 - Entered an Oral Exam date
 - Uploaded your Written Exam (PDF)
- Your Committee Chair (Faculty Advisor) will enter the Examination result after your Oral examination date.

PhD Committee Request Form

Request Details

Committee Assembly Date Assembly in Progress Download PDF	Exam Completed Date Pending PDF Pending	Initiated 10-08-2024	Last Update 10-31-2024	Current Status In Review
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Pending	10-30-2024	11-12-2024	Pending	Pending

Your results are pending your committee's sign-off.



Final Approved Qualifying Exam

PhD Committee Request Form

Qualifying Exam Request Details [View Details](#)

Committee Assembly Date 10-30-2024 10:52 AM Download PDF	Exam Result Date 11-19-2024 06:29 PM Download PDF	Submitted 10-08-2024	Last Update 11-19-2024	Current Status Approved
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Student Information

Name [Redacted]	USCID [Redacted]	Email [Redacted]@usc.edu
Major Civil Engineering (665)	GPA [Redacted]	Units Completed 72

Exam Results

PASSED/NOT PASSED Passed	Written Examination 10-30-2024	Oral Examination 11-12-2024	Submitted By [Redacted]	Submitted On 11-15-2024 10:43 AM
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Resources and More

[USC Catalogue](#)

USC Catalogue 2024-2025



Opened in March 2024, the state-of-the-art, nearly 40,000-square-foot Dramatic Arts Building is a revival and renovation of the historic five-story building at the corner of Jefferson Boulevard and Hoover Street. The facility provides a space where students, faculty and staff can come together to cultivate the next generation of diverse storytellers. Photo courtesy of the Catalogue Office.

[MyViterbi](#)

myViterbi





USC
Viterbi

*Admission and
Student Engagement*

Thank You!

VASE Advising

Website: [https://viterbigrad.usc.edu/
Virtual Drop-in Advisement](https://viterbigrad.usc.edu/Virtual Drop-in Advisement)
Email: vasephd@usc.edu

