

# The Dissertation Committee Form: Students who used DocuSign for Quals

*Graduate Academic Services  
Viterbi Admission and Student Engagement*



# Accessing the Dissertation Committee Form

- 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.

- 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

- If you used docuSign to complete your qualifying exam forms. The system will automatically load the dissertation form.
- Click “View Diss” to access and initiate the dissertation form

**PhD Committee Request Form**

Your PhD Dissertation Request has been started; please click on the entry below to continue processing your request.

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

If you passed your Qualifying Exam you will be prompted to create a Dissertation Assembly at your earliest convenience.

ID	MAJOR	SUBMITTED	LAST UPDATED	STATUS
<a href="#">View Diss</a>	Engineering Environmental Engineering (400)	03-13-2025	03-13-2025	Draft

Showing 1 to 1 of 1 entry

[Return to myViterbi](#)

# Dissertation Assembly Request: Details Screen

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

Here you have access to:

- Review Quals document and date
- Supporting documents submission
  - Example:
    - Written exam
- Committee information
  - The committee is not pre-populated- just the department chair and Dean.
- 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

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### Dissertation Request Details

<b>Committee Assembly</b> Date Assembly in Progress PDF Available after Approval	<b>Exam Completed</b> Date Pending PDF Pending	<b>Initiated</b> 03-13-2025	<b>Last Update</b> 03-13-2025	<b>Qual Exam</b> Passed Date 10-08-2024	<b>Current Status</b> Draft
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#### Student Information

<b>Name</b>	<b>USCID</b>	<b>Email</b>
<b>Major</b>	<b>GPA</b>	<b>Units Completed</b>

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#### 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.
- × One other member must also have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
- × One of three members above must be tenured.
- × At least three 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 at least 3 Members.

Name	Rank	Appointment	Your Department	Details	Action
Committee Chair, Home Dept					+
Home Dept					+
Home Dept					+
Open Choice					+
Outside Member					+
Burcin Becerik-Gerber Dept Chair/Delegate					Pending
Erik A Johnson Dean/Delegate					Pending

Please add members to your committee.

Notes		
Date	Note	Who
	No notes	

#### Supporting Documents

No Files

Choose File No file chosen


Return to the [PhD Committee Request Form](#)

# Committee Assembly: Adding/Removing Committee Members

- Students who had a qualifying exam committee form in the system will see the same names prepopulated
- To add or change committee members:
  - Click on "+" under action to add a committee member
  - Click on "-" under action to remove a 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]



# 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.



# Committee Assembly Status

Once you submit your dissertation committee:

- The status will show as “In-review” and waiting for approval from your committee members.

**PhD Committee Request Form**

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**Dissertation Request Details**

Your PhD Dissertation Request has been submitted for review and the status has been updated to Pending. Email(s) sent to: ktsanders@usc.edu, christine.hsleh@usc.edu, andysche@usc.edu

<b>Committee Assembly</b> Date Assembly in Progress PDF Available after Approval	<b>Exam Completed</b> Date Pending PDF Pending	<b>Initiated</b> 03-13-2025	<b>Last Update</b> 03-13-2025	<b>Qual Exam</b> Passed Date 10-08-2024	<b>Current Status</b> In Review
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**Student Information**

<b>Name</b>	<b>USCID</b>	<b>Email</b>
_____	_____	_____
<b>Major</b> Engineering Environmental Engineering (400)	<b>GPA</b> _____	<b>Units Completed</b> _____

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**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.
- ✓ One other member must also have an appointment in Sonny Astani Department of Civil and Environmental Engineering.
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- ✓ 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	Associate Professor	Tenured	Sonny Astani Department of Civil and Environmental Engineering		Pending
Home Dept					Pending
Home Dept	Assistant Professor	Tenure Track	Sonny Astani Department of Civil and Environmental Engineering		Pending
Open Choice					Pending
Outside Member	Professor	Tenured	Thomas Lord Department of Computer Science		Pending
Dept Chair/Delegate					Pending
Erik A Johnson Dean/Delegate					Pending

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



# Submitting your Downloaded Dissertation Form to USC Thesis Center

Once your dissertation committee is approved:

- The status will change to "Pending- Exam Info".
- At the upper left hand corner, you will see the "Download PDF" box in yellow where you can download this approved form.
- You will then need to upload this approved appointment form to the USC Thesis Center following the process outlined [here](#). The Thesis Center Process is a requirement for the USC Graduate School.

## PhD Committee Request Form

### Dissertation Exam Request Details

[View Details](#)

#### Committee Assembly

Date 03-13-2025 12:25 PM

[Download PDF](#)

#### Defense Completed

Date Pending

PDF N/A

#### Submitted

03-13-2025

#### Last Update

03-13-2025

#### Qual Exam

Passed

Date

Passed

10-08-2024

#### Current Status

Pending - Exam Info

### Student Information

Name

USCID

Email

**USC Viterbi**

School of Engineering



# Entering your Examination Dates


Once your committee is approved:

- Enter your Oral examination date and click submit oral date
- Then you will need to upload your written exam document through the "Supporting Document" section (yellow)
- Once you have entered all examination information, click "submit"

**Exam Information and Preparation**

Please provide the below exam date(s).

**Oral Examination**

03/27/2025 

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 03-20-2025.**

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

Notes		
Date	Note	Who
	No notes	

**Supporting Documents**

Filename	Date Uploaded
Test_Document.pdf	2025-03-13 12:30:23

Choose File No file chosen **Upload**



# Exam Results

- Once all committee members have submitted your defense result, and the Department Chair and Dean have signed off as well, your record status will read "Approved"
- Your exam result will be noted under the "Exam Results" section

**PhD Committee Request Form**

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### Dissertation Request Details

<b>Committee Assembly</b> Date 03-13-2025 12:25 PM <a href="#">Download PDF</a>	<b>Exam Completed</b> Date 03-13-2025 01:14 PM PDF N/A	<b>Initiated</b> 03-13-2025	<b>Last Update</b> 03-13-2025	<b>Qual Exam</b> Passed Date 10-08-2024	<b>Current Status</b> Approved
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### Student Information

<b>Name</b> _____	<b>USCID</b> _____	<b>Email</b> _____
<b>Major</b> _____	<b>GPA</b> _____	<b>Units Completed</b> _____

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### Exam Results

<b>PASSED/NOT PASSED</b> Passed	<b>Written Examination</b> 03-13-2025	<b>Oral Examination</b> 03-27-2025	<b>Submitted By</b> _____	<b>Submitted On</b> 03-13-2025 12:33 PM
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Your exam results have been approved on 03-13-2025 01:14 PM



# 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](mailto:vasephd@usc.edu)

