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"

myViterbi

Announcements

- 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)

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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
View Diss	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.

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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]
	Choose File No file chosen

Add to Committee

Cancel

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 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 Assembly Status

Once you submit your dissertation committee:

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

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	Defense Completed	Submitted	Last Update	Qual Exam	Current Status
Date 03-13-2025 12:25 PM	Date Pending	03-13-2025	03-13-2025	Passed Passed	Pending - Exam Info
Download PDF	PDF N/A			Date 10-08-2024	

Student Information

Name   USCID   Email

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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 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

Dissertation Request Details

Committee Assembly
Date 03-13-2025 12:25 PM
Download PDF

Exam Completed
Date 03-13-2025 01:14 PM
PDF N/A

Initiated
03-13-2025

Last Update
03-13-2025

Qual Exam
Passed   Passed
Date   10-08-2024

Current Status
Approved

Student Information

Name

USCID

Email

Major

GPA

Units Completed

Exam Results

PASSED/NOT PASSED
Passed

Written Examination
03-13-2025

Oral Examination
03-27-2025

Submitted By

Submitted On
03-13-2025 12:33 PM

Your exam results have been approved on 03-13-2025 01:14 PM

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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

Thank You!

VASE Advising

Website: https://viterbigrad.usc.edu/
<u>Virtual Drop-in Advisement</u>
Email: vasephd@usc.edu