## **The Dissertation Committee Form**

Graduate Academic Services
Viterbi Admission and Student Engagement





### Accessing the Dissertation Committee Form

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



#### **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)





#### Accessing the System

• If you have passed your qualifying exam, the system will automatically generate a "Dissertation Assembly" form that awaits your action when you are ready to form your dissertation committee. This means that the form will sit in the system once you pass your qualifying exam, and no action is required of you until you are ready to form your committee.

# PhD Committee Request Form 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 the Qual 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 Qual Engineering Environmental Engineering (400) 09-21-2024 03-13-2025 Approved Dissertation Assembly Showing 1 to 1 of 1 entry

Return to myViterbi





#### Accessing the System

Dissertation Assembly created from Qualifying Exam.

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
View Qual	Engineering Environmental Engineering (400)	09-21-2024	03-13-2025	Approved

Showing 1 to 2 of 2 entries

- Once you click, the "Dissertation Assembly", a dissertation record will be created.
- You can access the record by clicking on "View Diss"





#### Dissertation Assembly Request: Details Screen

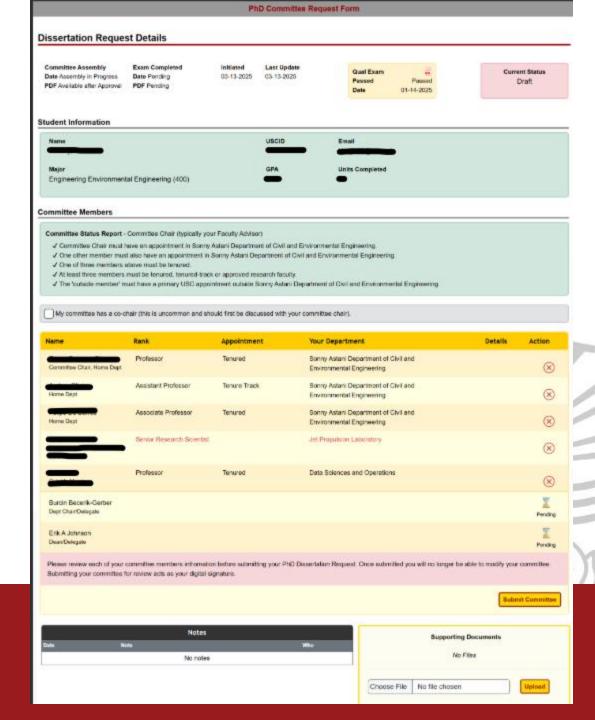
Once you click on "View Diss" you are taken to the view details page:

#### Here you have access to:

- Review Quals document and date
- All committee members from Qual record were copied over
- Supporting documents submission
  - o 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.







# 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)

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

Name	Rank	Appointment	Your Department	Details	Action
Committee Chair, H	ome Dept				$\oplus$
Home Dept					<b>(+)</b>
Home Dept					$\oplus$
Outside Member					<b>(+)</b>
Open Choice					<b>(+)</b>
Burcin Becerik-G					<b>X</b>





#### 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 Status Based Commi	tee Chair (typically your Faculty Advisor)		
X Committee Chair must have an X Two other members must also I X One of three members above n X At least four members must be I X The 'outside member' must have	appointment in Sonny Astani Department of Civil and Environs awe an appointment in Sonny Astani Department of Civil and I ust be tenured. enured, tenured-track or approved research faculty, a a primary USC appointment outside Sonny Astani Departmen	Environmental Engineering.	
X Committee does not have 5 Me aculty Member's Details	nbers.		
Last Name	First Name	Middle Name	
		Add to Committee	
Cancel			<u>/</u> /
		N N	1





# 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)

Paculty member is USC Viterbi F	aculty OuSC non-Viterbi Faculty Non-USC Faculty		
Last Name	First Name	Middle Name	
For Non-USC faculty, please provide th	e information below.		
Email	Upload CV [PDF Only]		
	Choose File No file chosen		
		Add to Com	mittee
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



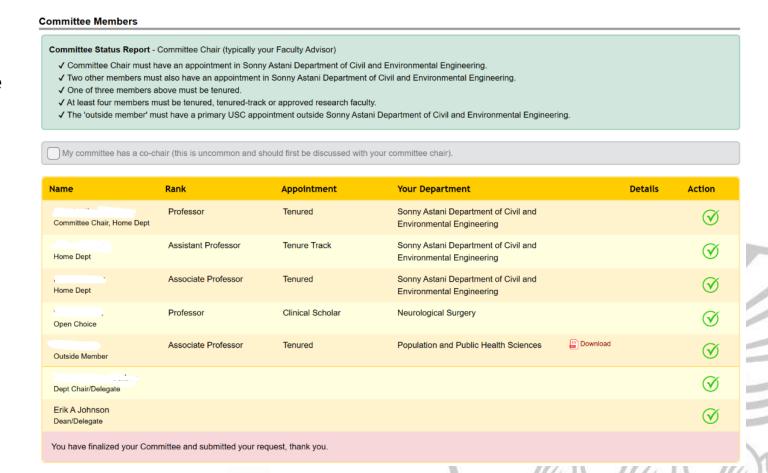




## Committee Assembly: Completed Assembly Committee

#### 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.



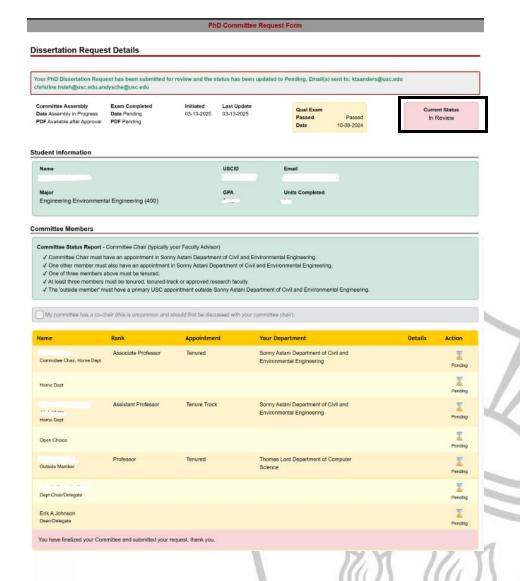




## **Committee Assembly Status**

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 <a href="https://example.com/here">here</a>. The Thesis Center Process is a requirement for the USC Graduate School.

#### **PhD Committee Request Form View Details Dissertation Exam Request Details Defense Completed** Committee Assembly Last Update Submitted Qual Exam **Current Status** Date 03-13-2025 12:25 PM **Date** Pending 03-13-2025 03-13-2025 **Passed** Passed Pending - Exam Info PDF N/A **Download PDF** 10-08-2024 Date

**Student Information** 

Name IISCID Ema

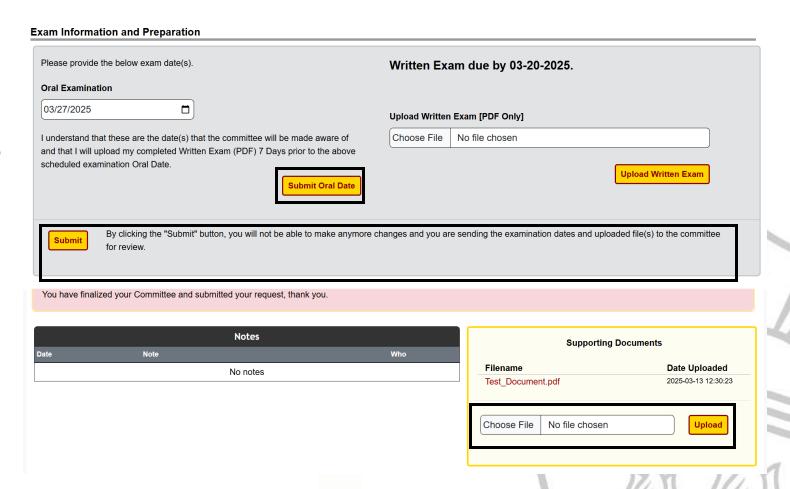




#### **Entering your Examination Dates**

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

		Ph	D Committee Re	quest Form		
issertation Reque	st 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	<b>Last Update</b> 03-13-2025	Qual Exam Passed Date	Passed 10-08-2024	Current Status Approved
Name			USCID	Email		
Major			GPA	Units Completed		
cam Results						
PASSED/NOT PASSED Passed	Written Examination 03-13-2025	Oral Examin 03-27-2025	ation		Submitted By	Submitted On 03-13-2025 12:33 PM
	Y	our exam resul	ts have been approv	ed on 03-13-2025 01:14 I	PM	





#### Resources and More

#### **USC Catalogue**

USC Catalogue 2024-2025



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

