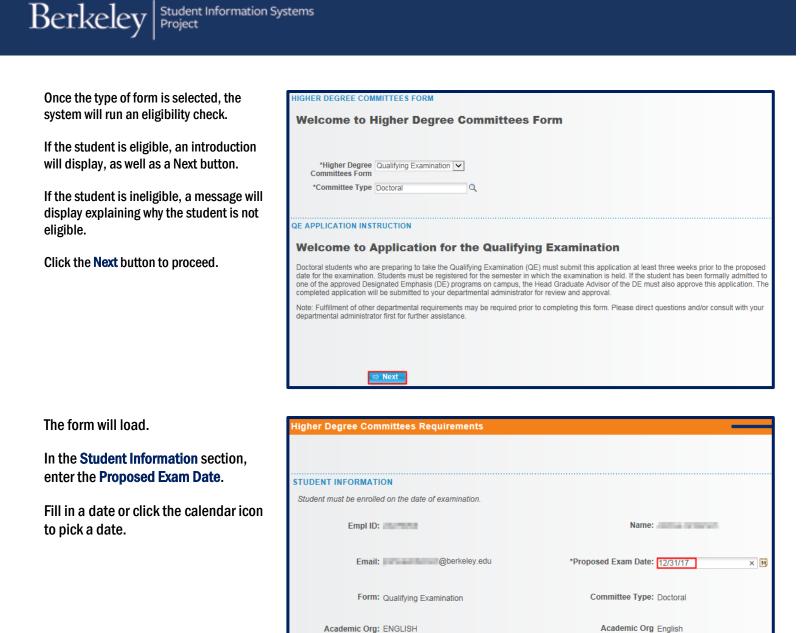


Qualifying Exam - Committee

Students can submit this form to create or change their committee for a Qualifying Exam or Advancement to Candidacy. The form should be submitted at least four weeks in advance.

The following shows the steps to create a Qualifying Exam committee.

Navigate to Cal Central > Student Resources > Committees	TASK : Higher Degree Committees Higher Degree Committees Instruction HIGHER DEGREE COMMITTEES FORM Welcome to Higher Degree Committees Form "Higher Degree Committees Form "Committee Type	eForm ID: 55248
Select the form to fill out. In this example, we will create a <i>Qualifying Examination</i> (QE) committee.	TASK : Higher Degree Committees Higher Degree Committees Instruction HIGHER DEGREE COMMITTEES FORM Welcome to Higher Degree Committees Form "Higher Degree Committees Form "Committee Type Advancement to Candidacy Change of Higher Ed Committee Qualifying Examination	orm
Then click the lookup icon 🤍 to select a choice. In this example, we'll select <i>Doctoral</i> .	HIGHER DEGREE COMMITTEES FORM Welcome to Higher Degree Com *Higher Degree Qualifying Examination V Committees Form *Committee Type	Look Up Committee Type Value: begins with Description: begins with Look Up Clear Cancel Basic Lookup Search Results View 100 First I of 1 Lost Value Description Doctoral Doctoral



Academic Org: ENGLISH

ACADEMIC PROGRAMS AND PLANS

Major - Regular Acad/Prfnl

English PhD

Description:

Graduate Academic Programs



In the Subject Area section, fill in at least 3 subject areas.

SUBJECT AREA

At least three subject areas must be listed, including the general field and the nondepartmental fields of knowledge in which the candidate will be examined. Incomplete applications will be returned to the department.

*Subject #1	Children's literature	
*Subject #2	Fairytales	
*Subject #3	Childhood Learning	
Subject #4		
Subject #5		

Next, select the four Committee Members. (Note: Some departments may require 5.)

Make sure to read through and follow the instructions.

COMMITTEE MEMBERS

In this section you will need to select your proposed committee members from the database

For each committee role:

- Use the magnifying glass to open the pop-up search box
 In the Descr field select from the drop down to use the 'contains' option
 Type in the name to find the correct person. If multiple listings of your committee member display please select the one that includes the To create a new committee or add a member, use the scroll bar on the bottom of the grid and scroll to the right to access more fields. Click on
- +" icon to insert a row. Select a faculty member from the list, along with the committee role in which s/he will serve. Repeat the process the until all members are selected.

Committee Requirements:

- · If you have a Designated Emphasis, you need to click the check box in the row that member is listed
- Qualifying Examination must have a minimum of 4 committee members, Advancement to Candidacy must have a minimum of 3 committee members (some departments require more than these minimums)
 The chair (or at least 1 co-chair) must be from your department
- The ASR must be an academic senate member and NOT from your department
 The overall committee must have 50% or greater from your department
- · Please contact your department for assistance with committee rules and formation.

*Role	*Member	Name	Title
1 Chair		Q	
2 Additional		٩	
3 ASR		Q	
4 Additional		Q	
<			>

To add a committee member, we'll select a Role and lookup

Accept the default or select the appropriate Role from the drop-down list.

Do not type in the Name, we must select from an already existing list.

Click the lookup icon <a> to search for the person.

In the Description field, change the search to "Contains". We can then

	If you have a Designated Emphasis, you need to click the check box in the row that member is listed
•	Qualifying Examination must have a minimum of 4 committee members, Advancement to Candidacy must have a minimum o
	members (some departments require more than these minimums)

- The chair (or at least 1 co-chair) must be from your department
- The ASR must be an academic senate member and NOT from your department

Please contact your dep	artment for assistance with committee rules an	nd formation.	
		Look Up	Member
		LOOK OP	INCLIDE
		Value:	begins with V
Chair 🗸	2	value.	

Chair 🗸		Value: begins with Value: Description: contains Value: Abel ×
Additional 🗸	٩	
100		Look Up Clear Cancel Basic Lookup

3 c

search by the first or last name or even by the department name (e.g. English).

All current and former faculty, students and committee members are available to search, but should you need to have a new person added (e.g. a professor at UCSF who has never served on a committee), contact the Graduate Division to have them added.

After selecting a person, their Campus Solutions ID# will appear, as well as their name and job title.

Use the scroll bar below to see more columns on the right.

If the person is a Designated Emphasis Representative, check the **DE Rep** box.

The system will show a checkmark for anyone in the Academic **Senate**.

The plus/minus buttons allow us to add or delete someone from the committee.

The ASR (Academic Student Rep) must be from another department and in the Academic Senate.

So make sure to scroll over and verify the Senate box has a checkmark. Otherwise, we'll receive an error at the end.

*Role	*Meml	ber		Name	Title
1 Chair	✓ 303		Q	Abel	Professor-Acad Yr
2 Additional	~		Q		
3 ASR	×		Q		
4 Additional	~		٩		
<					>

	Title	Department	DE Rep	Senate	Status
1	Professor-Acad Yr	ENGLISH		~	• •
2					• •
3					• •
4					• •
<					>

Title	Department	DE Rep	Senate
Professor-Acad Yr	ENGLISH		~
Professor-Acad Yr	ENGLISH		<
Professor-Acad Yr	PSYCH		
Lecturer-AY-Continuing	ENGLISH		

If a member is added who is not in the Academic Senate (our fourth choice) the next two sections will also need to be filled out, and a CV will need to be uploaded below.

This will require approval by Graduate Division (in addition to your advisor).

ION ACADEMIC SENATE

Non-Academic Senate if applicable

If you have any non-academic senate members on your committee you must complete the following two sections

File Attachments - Please upload CV and any relevant documents for Non Senate Committee Member.

Committee Member Non-Academic Senate 🗸

Name Luna Lecturer

Email Address luna@berkeley.edu

NON ACADEMIC SENATE ELIG

Please check all that apply.

	Eligibility	Description
		Hold a degree equivalent to that which is being examined/earned.
		Have published work listed on his or her CV within the last 3 years.
		Have special and necessary expertise that cannot be duplicated on campus.
4		(Non-UBC Professors) agree to serve on the committee without compensation.

In the Exceptions section, select either *Yes* or *No*.

If we select *Yes*, we'll see some warnings but can still proceed.

Int he File Attachments section, upload any relevant documentation. (e.g. a CV or an explanation of why an exception is needed).

To add comments, click the grey arrow to expand the comments box.

Type in comments.

When finished, click the Submit button.

REQUEST AN EXCEPTION

This section is only necessary if your proposed committee contains one or more exceptions to policy. When you click submit, your form will automatically be checked for exceptions to policy. You will have the opportunity to correct the warnings before proceeding. If you wish to proceed with your submission, in spite of these warnings, please make the following selection:

My committee requires special exception from the Graduate Division.

Select Yes

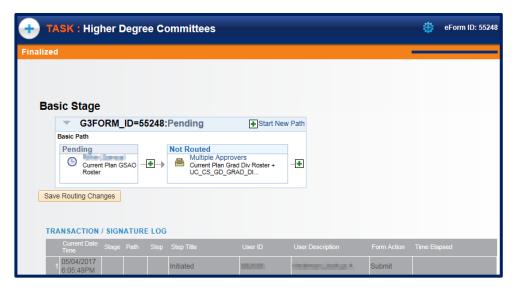
FIL	E ATTACHMENTS				
	Upload	View	Description	Doc Id	
	1 Upload	View	~		Delete
	Add File Attachment				







A confirmation page shows that the form has been routed to our Graduate Advisor for review and approval. If our committee requires an exception from Graduate Division, we'll see them listed as well.



ADVISOR APPROVAL

Dear Advisor,

A request to Advancement to Candidacy has been submitted by Semillarian and is awaiting your action.

Please log in through <u>CalCentral</u> > Advising Resources > eForms Work Center to review this form.

Advising Resources

Tools

- Class Search
- eForms Action Center
- eForms Work Center

Student

- 🖌 Evaluate a Student eForm
- 둸 Update a Student eForm
- 💈 View a Student eForm

An advisor will receive an email with subject line "Higher Degree Committees eForm Needs Review: Form ID #####".

Navigate to Cal Central > Advising Resources > eForms Work Center

 $\label{eq:click on Evaluate a Student eForm} \ensuremath{\mathsf{Click}}\xspace$



Search by **Form ID** (in the subject line of the email) or leave all the fields blank to see all pending eforms that need our approval.

SEARCH : Evaluate a Student eForms eForm

Search by:				
Form ID	Begins Wth	\checkmark		
Form Type	Begins Wth	\checkmark		
Form Condition	Begins Wth	\checkmark		
Form Status	Begins Wth	\checkmark		
Original Operator	Begins Wth	\checkmark		
Original Date	Equals	\checkmark	31	
Last Operator	Begins Wth	\checkmark		
Last Date	Equals	\checkmark	31	
			Q Search	8 Clear

From the search results, select the form to review.

The	introductory	page displays.
-----	--------------	----------------

Scroll down and click the **Next** button at the bottom of the page to see the details.

Q Search 🐹 Clear									
Personalize Find View All 💷 👪 🛛 First 🕚 1-2 of 2 🛞									
Form ID	Form Type	Form Condition	Form Status	Empl ID	Display Name	Original Operator	Original Date	Last Operator	Last Date
55248	AAQEAPPLIC	Default	Pending	2010	July a felleration	1000	2017-05-04	10.00	2017-05-04
54672	CPPSTACK	Default	Pending	10000	the lines.		2017-04-11	1 10030	2017-04-11

Higher Degree Committees Inst	ruction				
HIGHER DEGREE COMMITTEES FOR	M				
Welcome to Higher De	gree Com	mittees Fo	rm		
-	-				
Higher Degree Qualifying Exam Committees Form	ination				
Committee Type Doctoral					
QE APPLICATION INSTRUCTION					
Welcome to Application	on for the	Qualifying	Examinat	ion	
Doctoral students who are preparing to ta	ake the Qualifying	Examination (QE) n	ust submit this a	pplication at least three weel	ks prior to the proposed
date for the examination. Students must one of the approved Designated Emphase					
completed application will be submitted t					
Note: Fulfillment of other departmental re departmental administrator first for furthe		be required prior to c	ompleting this for	m. Please direct questions a	and/or consult with your
FILE ATTACHMENTS					
Upload	View	Description		Doc Id	
Upload	View	Description			Delete
	VIEW		~		Delete
Add File Attachment					
⇔ Next			Hold		



The QE Committees form loads.

The top portion contains the student's information.

Review	the	Sub	ject	Areas.
--------	-----	-----	------	--------

SUBJECT AREA

	s must be listed, including the general field and the nondepartmental fields of knowledge in which the candidate will be lications will be returned to the department.
Subject #1	hildren's literature
Subject #2	airytales
Subject #3	hildhood Learning
Subject #4	

Graduate Acade

Review the Committee Members.

OMMITTEE MEMBERS

In this section you will need to select your proposed committee members from the database.

For each committee role:

TASK : Higher Degree Committees

Email: n@berkeley.edu

Form: Qualifying Examination

Student must be enrolled on the date of examination. Empl ID:

Academic Org: ENGLISH

ACADEMIC PROGRAMS AND PLANS

1 Maior - Regular Acad/Prfn

valuate Requirements

STUDENT INFORMATION

- Use the magnifying glass to open the pop-up search box
 In the Descr field select from the drop down to use the 'contains' option
 Type in the name to find the correct person. If multiple listings of your committee member display please select the one that includes the
 members department
- memoers department To create a new committee or add a member, use the scroll bar on the bottom of the grid and scroll to the right to access more fields. Click on the "+" icon to insert a row. Select a faculty member from the list, along with the committee role in which s/he will serve. Repeat the process until all members are selected.

Committee Requirements:

- If you have a Designated Emphasis, you need to click the check box in the row that member is listed
 Qualifying Examination must have a minimum of 4 committee members, Advancement to Candidacy must have a minimum of 3 committee members (some departments require more than these minimums)
 The chair (or at least to o-chair) must be from your department
 The ASR must be an academic senate member and NOT from your department
 The chair (or at least to o-chair) must be from your department
 The ASR must be an academic senate member and NOT from your department

- The overall committee must have 50% or greater from your department
 Please contact your department for assistance with committee rules and formation.

Role	Member	Name	Title	Departm
1 Chair	30	Elizabeth	Professor-Acad Yr	ENGLIS
2 Additional	30	C	Professor-Acad Yr	ENGLIS
3 ASR	30		Professor-Acad Yr	PSYCH
4 Additional	30	M	Lecturer-AY-Continuing	ENGLIS
<				>

Remember to scroll to the right to check if someone is the Designated Emphasis member and to verify which members are in the Academic Senate. eForm ID: 55248

Name:

English PhD

Proposed Exam Date: 12/31/2017

Committee Type: Doctoral

Academic Org English Description



Note: Advisors do <u>not</u> have the ability to edit (add or remove) the committee members.

	Title	Department	DE Rep	Senate
1	Professor-Acad Yr	ENGLISH		~
2	Professor-Acad Yr	ENGLISH		✓
3	Professor-Acad Yr	PSYCH		V
4	Lecturer-AY-Continuing	ENGLISH		
	<			

If a non-Academic Senate member was added, review the next two section.

NON ACADEMIC SENATE

Non-Academic Senate if applicable

If you have any non-academic senate members on your committee you must complete the following two sections

File Attachments - Please upload CV and any relevant documents for Non Senate Committee Member.

Committee Member Non-Academic Senate

Name Luna Lecturer

Email Address luna@berkeley.edu

NON ACADEMIC SENATE ELIG

Please check all that apply.

	Eligibility	Description
1	~	Hold a degree equivalent to that which is being examined/earned.
2		Have published work listed on his or her CV within the last 3 years.
3		Have special and necessary expertise that cannot be duplicated on campus.
4		(Non-UBC Professors) agree to serve on the committee without compensation.

Review any Exceptions and File Attachments.

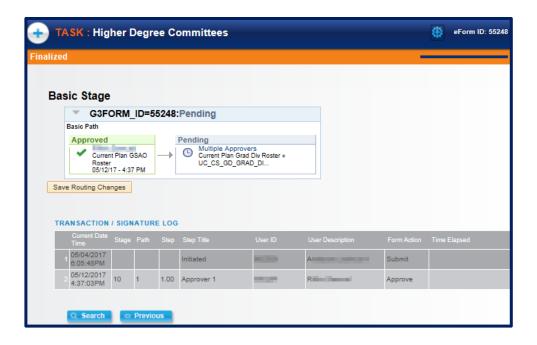
When you are ready, click the **Approve** or **Deny** button. In this example, we'll approve this committee.

RO	UTING EXCEPTIO	ON S					
	Message Set N	umber N	lessage Number	Message Text			
	1						
FIL	E ATTACHMENT	S					
	Up	load	View	Description	De	oc Id	
	1 Up	oad	View		~		Delete
1	Add File Attach	ment					
	Previous	⇔ Next	V Approve	🛞 Deny	O Hold		



The transaction log will show that the GSAO has Approved the committee.

In our current example, this form will also be sent to Graduate Division to review and Approve.



When all approvals have gone through, the student will receive an email notification.

Subject: Higher Degree Committees eForm Request Approved - Form ID 48066 To: <u>@yahoo.com</u>

Dear S

Your request to has been approved. Please check your CalCentral personal summary card to see the update.

Support

For questions related to policy and procedures, students should refer to their department or to Graduate Division.

http://grad.berkeley.edu/about-us/contact/

For technical questions or assistance, please contact SIS Support.:

- Call 510-664-9000 (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://berkeley.service-now.com/ess/create_incident