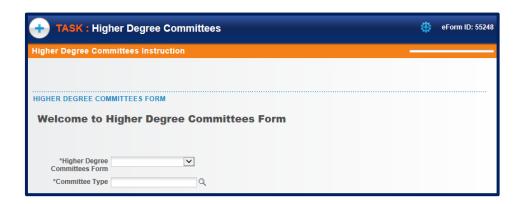
## **Advancement to Candidacy - Committee**

Students can submit this form to create or change their committee for a Qualifying Exam or Advancement to Candidacy.

The following shows the steps to create a Qualifying Exam committee, but most steps also apply to Advancement to Candidacy. You'll choose 'Advancement to Candidacy' from the pull-down menu.

Navigate to Cal Central > Student Resources > Committees



Select the form to fill out.

In this example, we will create a *Qualifying Examination* (QE) committee.



Then click the lookup icon \( \text{\text{\$\quad to select}} \) a choice.

In this example, we'll select *Doctoral*.



Once the type of form is selected, the system will run an eligibility check.

If the student is eligible, an introduction will display, as well as a Next button.

If the student is ineligible, a message will display explaining why the student is not eligible.

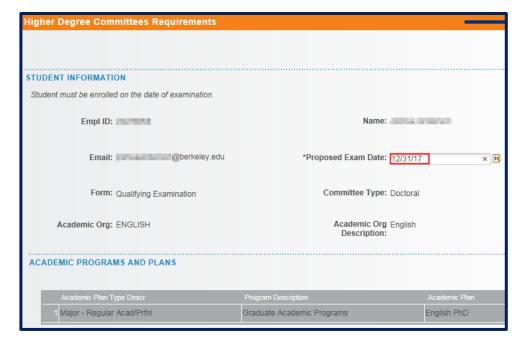
Click the **Next** button to proceed.



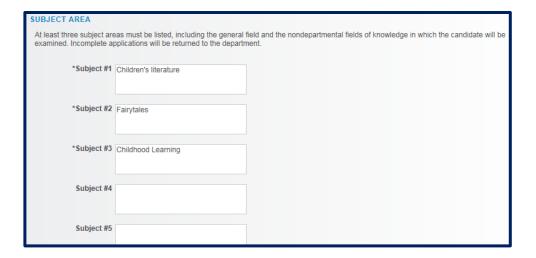
The form will load.

In the **Student Information** section, enter the **Proposed Exam Date**.

Fill in a date or click the calendar icon to pick a date.

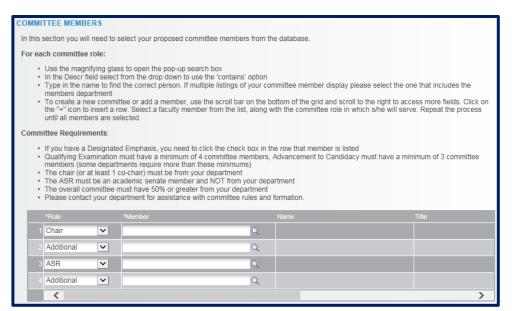


In the Subject Area section, fill in at least 3 subject areas.



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

Make sure to read through and follow the instructions.



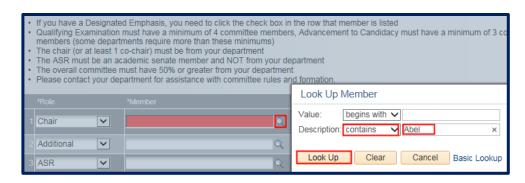
To add a committee member, we'll select a Role and lookup

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

Do <u>not</u> type in the **Name**, we must select from an already existing list.

Click the lookup icon  $\mathbb{Q}$  to search for the person.

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



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.

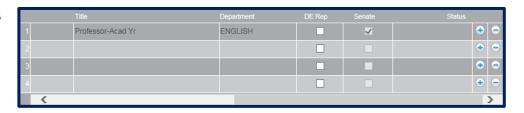
The system will show a checkmark for anyone in the Academic **Senate**.

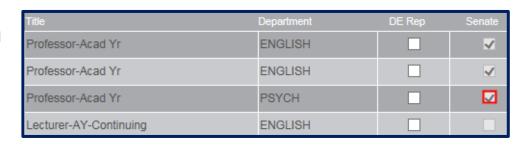
The plus/minus buttons allow us to add or delete someone from the committee.

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.

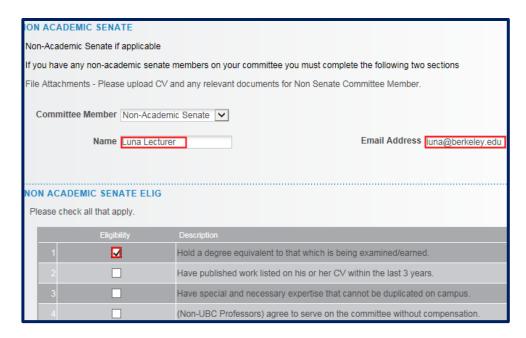






If a member is added who is not in the Academic Senate (our fourth choice) the next two sections will also need to be filled out, and a CV will need to be uploaded below.

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



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.









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.

Finalized

Basic Stage

G3FORM\_ID=55248:Pending
Basic Path

Pending
Current Plan GSAO
Current Plan GSAO
Current Plan GSAO
Current Plan GRAD Dl...

Save Routing Changes

TRANSACTION / SIGNATURE LOG

Current Date
Time
Current Date
Stage

Path
Step Step Title
User ID
User Description
Form Action
Time Elapsed

Initiated
Submit

## **ADVISOR APPROVAL**

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

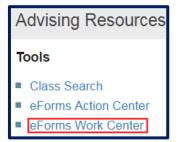
Navigate to Cal Central > Advising Resources > eForms Work Center

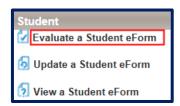
Click on Evaluate a Student eForm

Dear Advisor,

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

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





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.

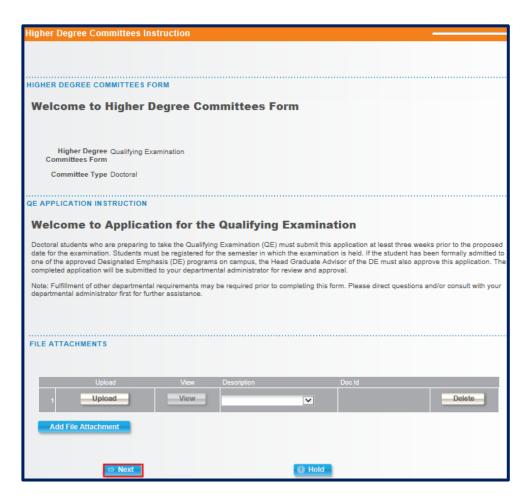


From the search results, select the form to review.



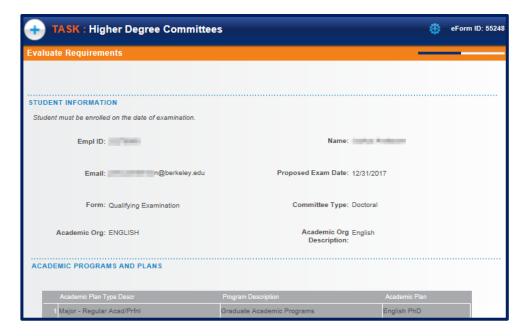
The introductory page displays.

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

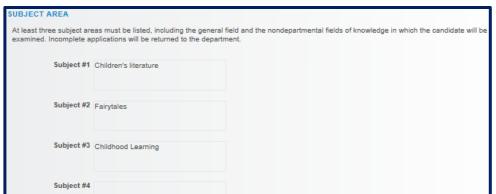


The QE Committees form loads.

The top portion contains the student's information.



Review the Subject Areas.

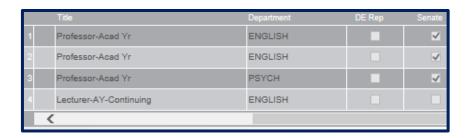


**Review the Committee Members.** 

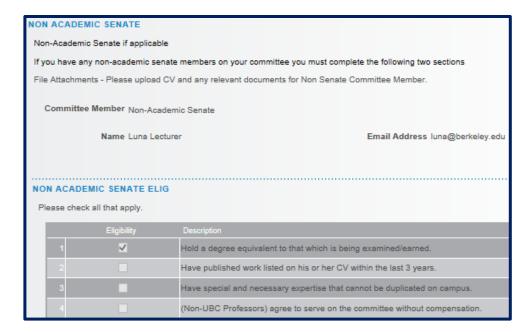
Remember to scroll to the right to check if someone is the Designated Emphasis member and to verify which members are in the Academic Senate.

COMMITTEE MEMBERS						
In this section you will need to select your proposed committee members from the database.						
For each committee role:						
:	<ul> <li>Use the magnifying glass to open the pop-up search box</li> <li>In the Descr field select from the drop down to use the 'contains' option</li> <li>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</li> <li>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.</li> </ul>					
:	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	Departm	
1	Chair	30	Element ille	Professor-Acad Yr	ENGLIS	
2	Additional	30	C	Professor-Acad Yr	ENGLIS	
3	ASR	30	Online II, and iii	Professor-Acad Yr	PSYCH	
4	Additional	30	M	Lecturer-AY-Continuing	ENGLIS	
	(				- >	

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



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



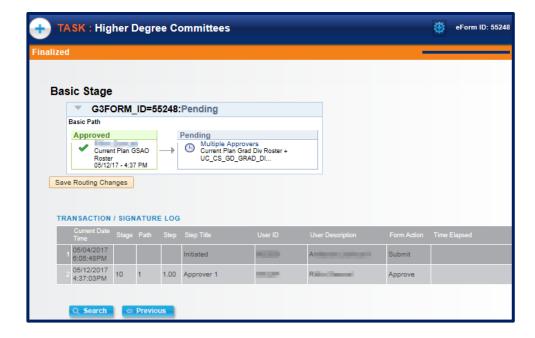
Review any **Exceptions** and **File Attachments**.

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



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.



## 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