

## 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 two weeks in advance.

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

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  to select a choice.

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

Value	Description
Doctoral	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.

**HIGHER DEGREE COMMITTEES FORM**

**Welcome to Higher Degree Committees Form**

\*Higher Degree Committees Form: Qualifying Examination

\*Committee Type: Doctoral

**QE APPLICATION INSTRUCTION**

**Welcome to Application for the Qualifying Examination**

Doctoral students who are preparing to take the Qualifying Examination (QE) must submit this application at least three weeks prior to the proposed date for the examination. Students must be registered for the semester in which the examination is held. If the student has been formally admitted to one of the approved Designated Emphasis (DE) programs on campus, the Head Graduate Advisor of the DE must also approve this application. The completed application will be submitted to your departmental administrator for review and approval.

Note: Fulfillment of other departmental requirements may be required prior to completing this form. Please direct questions and/or consult with your departmental administrator first for further assistance.

**Next**

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.

**Higher Degree Committees Requirements**

**STUDENT INFORMATION**

*Student must be enrolled on the date of examination.*

Empl ID: [REDACTED] Name: [REDACTED]

Email: [REDACTED]@berkeley.edu \*Proposed Exam Date: 12/31/17

Form: Qualifying Examination Committee Type: Doctoral

Academic Org: ENGLISH Academic Org English Description:

**ACADEMIC PROGRAMS AND PLANS**

Academic Plan Type Descr	Program Description	Academic Plan
1 Major - Regular Acad/Prtnl	Graduate Academic Programs	English PhD

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 members 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 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			
2 Additional			
3 ASR			
4 Additional			

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  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 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
1 Chair	
2 Additional	
3 ASR	

**Look Up Member**

Value: begins with

Description: contains Abel

Look Up Clear Cancel Basic Lookup

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.

*Role	*Member	Name	Title
1 Chair	303	Abel	Professor-Acad Yr
2 Additional			
3 ASR			
4 Additional			

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.

	Title	Department	DE Rep	Senate	Status
1	Professor-Acad Yr	ENGLISH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
2			<input type="checkbox"/>	<input type="checkbox"/>	 
3			<input type="checkbox"/>	<input type="checkbox"/>	 
4			<input type="checkbox"/>	<input type="checkbox"/>	 

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.

Title	Department	DE Rep	Senate
Professor-Acad Yr	ENGLISH	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professor-Acad Yr	ENGLISH	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professor-Acad Yr	PSYCH	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lecturer-AY-Continuing	ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>

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).

**ON 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

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**NON ACADEMIC SENATE ELIG**

Please check all that apply.

	Eligibility	Description
1	<input checked="" type="checkbox"/>	Hold a degree equivalent to that which is being examined/earned.
2	<input type="checkbox"/>	Have published work listed on his or her CV within the last 3 years.
3	<input type="checkbox"/>	Have special and necessary expertise that cannot be duplicated on campus.
4	<input type="checkbox"/>	(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.

**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

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

**FILE ATTACHMENTS**

	Upload	View	Description	Doc Id	
1	Upload	View			Delete

Add File Attachment

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

Type in comments.

**COMMENTS**

Previous Submit

I need an exception because....

When finished, click the **Submit** button.

Previous Submit

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.

TRANSACTION / SIGNATURE LOG									
	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	05/04/2017 6:05:48PM				Initiated			Submit	

## ADVISOR APPROVAL

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

Dear Advisor,

A request to Advancement to Candidacy has been submitted by S[REDACTED] and is awaiting your action.

Please log in through [CalCentral](#) > Advising Resources > eForms Work Center to review this form.

Navigate to [Cal Central](#) > Advising Resources > eForms Work Center

Click on Evaluate a Student eForm

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

Form Type

Form Condition

Form Status

Original Operator

Original Date

Last Operator

Last Date

From the search results, select the form to review.

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				2017-05-04		2017-05-04
54672	CPPSTACK	Default	Pending				2017-04-11		2017-04-11

The introductory page displays.

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

**Higher Degree Committees Instruction**

HIGHER DEGREE COMMITTEES FORM

**Welcome to Higher Degree Committees Form**

Higher Degree Qualifying Examination  
Committees Form

Committee Type Doctoral

QE APPLICATION INSTRUCTION

**Welcome to Application for the Qualifying Examination**

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Note: Fulfillment of other departmental requirements may be required prior to completing this form. Please direct questions and/or consult with your departmental administrator first for further assistance.

FILE ATTACHMENTS

	Upload	View	Description	Doc Id
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text" value=""/>	<input type="button" value="Delete"/>



The QE Committees form loads.

The top portion contains the student's information.

**TASK : Higher Degree Committees** eForm ID: 55248

**Evaluate Requirements**

**STUDENT INFORMATION**

Student must be enrolled on the date of examination.

Empl ID: [REDACTED] Name: [REDACTED]

Email: [REDACTED]@berkeley.edu Proposed Exam Date: 12/31/2017

Form: Qualifying Examination Committee Type: Doctoral

Academic Org: ENGLISH Academic Org English Description:

**ACADEMIC PROGRAMS AND PLANS**

Academic Plan Type Descr	Program Description	Academic Plan
1 Major - Regular Acad/Prfnl	Graduate Academic Programs	English PhD

Review the **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

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:

- 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
- 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:**

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- 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 [REDACTED]	[REDACTED]	Professor-Acad Yr	ENGLIS
2 Additional	30 [REDACTED]	[REDACTED]	Professor-Acad Yr	ENGLIS
3 ASR	30 [REDACTED]	[REDACTED]	Professor-Acad Yr	PSYCH
4 Additional	30 [REDACTED]	[REDACTED]	Lecturer-AY-Continuing	ENGLIS



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

	Title	Department	DE Rep	Senate
1	Professor-Acad Yr	ENGLISH	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Professor-Acad Yr	ENGLISH	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Professor-Acad Yr	PSYCH	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Lecturer-AY-Continuing	ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>

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

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

**ROUTING EXCEPTIONS**

	Message Set Number	Message Number	Message Text
1			

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**FILE ATTACHMENTS**

	Upload	View	Description	Doc Id	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>			<input type="button" value="Delete"/>

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.

**TASK : Higher Degree Committees** eForm ID: 55248

**Finalized**

**Basic Stage**

G3FORM\_ID=55248:Pending

Basic Path

Approved → Pending

Current Plan GSAO Roster 05/12/17 - 4:37 PM → Multiple Approvers Current Plan Grad Div Roster + UC\_CS\_GD\_GRAD\_DI...

Save Routing Changes

**TRANSACTION / SIGNATURE LOG**

	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	05/04/2017 8:05:48PM				Initiated		A...	Submit	
2	05/12/2017 4:37:03PM	10	1	1.00	Approver 1		R...	Approve	

Search Previous

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

Subject: Higher Degree Committees eForm Request Approved - Form ID 48066  
To: [redacted]@yahoo.com

Dear S[redacted],

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](mailto:sishelp@berkeley.edu)
- Submit a ticket: [https://berkeley.service-now.com/ess/create\\_incident](https://berkeley.service-now.com/ess/create_incident)