

**Student Instructions Regarding the Nomination of their Dissertation Committee  
and Advancement to Candidacy**  
**\*Department of Statistics & Applied Probability\***

### **Nomination of Dissertation Committee**

The nomination of the dissertation committee is a process that happens before the advancement to candidacy and requires separate paperwork and approval. The committee should be nominated at least 2 weeks before the advancement to candidacy examination.

1. Eligibility of service on dissertation committees is governed by Academic Senate Regulations and the Graduate Council. The rules are as follows;
  - a. Committee must consist of a minimum of 3 UC ladder faculty
  - b. Two, including the Chair, must be in home department
  - c. Additional members are at the department's digression
  - d. If the student wants to nominate a non-ladder faculty member (such as a non SOE or PSOE lecturer, researcher, adjunct faculty, or visiting faculty) as the second or third member of their committee, an exception request must be made using the PhD Form I or I-A. Consult the Graduate Handbook or the Graduate Program Assistant for further instructions.
2. When the student is ready to nominate the committee, the PhD Form I should be used. The form can be found at the Graduate Division website (<http://www.graddiv.ucsb.edu/pubs/academic/Form1.pdf>) or obtained from the Graduate Program Assistant.
3. The PhD Form I requires the student's proposed field of study, tentative dissertation title, Conflict of Interest form, committee member signatures, signature of the faculty graduate advisor, and the signature of the department chair.
4. After the signatures have been obtained, the form is submitted to the Graduate Division. Make a copy for the Graduate Program Assistant before it is taken to Graduate Division.

### **Advancement to Candidacy**

A student advances to candidacy when he/she is ready to begin working on the dissertation. A student is ready to work on their dissertation after they have acquired the necessary knowledge to conduct their research.

There are two sets of requirements the student has to meet before advancing to candidacy; rules established by the Academic Senate, and rules established by the department.

1. Academic Senate Regulations:
  - a. Minimum 3.0 grade point average in all upper division and graduate classes completed since admission
  - b. A transcript free of any "incomplete grades" or "no grades"
  - c. Student must have been registered for three consecutive quarters prior to the quarter of advancement to candidacy, and be registered during the quarter the student will advance

2. Department of Statistics & Applied Probability Requirements:
  - a. Completion of all the core courses required for their degree with a minimum letter grade of “B” in each course
  - b. Completion of two qualifying exams at the PhD level
  - c. Completion of an oral examination given by the dissertation committee
3. Steps for Advancement
  - a. When ready to nominate the committee, the student must see the Graduate Program Assistant to establish that he/she has met all of the requirements for advancement. The requirements will be recorded on a form created specifically for this, called the Progress Form.
  - b. Immediately prior to the oral exam, the committee chair will be given a copy of the Progress Form. They will also be given the PhD Form II (<http://www.graddiv.ucsb.edu/pubs/academic/Form2.pdf>)
  - c. Once the student passes the oral exam, the committee members sign the PhD Form II and give it to the Graduate Program Assistant, who will make a copy for the file and then give the original to the student to bring to the Graduate Division.
  - d. The student must then go to the cashier, where the student pays the advancement to candidacy fee, which is currently \$90. The cashier will give the student a receipt that the student must bring back to the Graduate Division. The student can also go to the Cashier’s and have the fee charged directly to the BARC account.
  - e. The student then delivers the PhD Form II to the Graduate Division with the cashier’s receipt (or stamp if charged to BARC account).