Request for Dissertation Examining Committee Appointment and Authorization to Schedule a Dissertation Defense

Student Information		
Name (Current Name on SB Records)	SBU ID # (*not Social Security*)	Check the appropriate box ☐ PhD ☐ DA ☐ DMA
Department/Program	Date of Defense (if known)	

Policy: Requests for approval of the Dissertation Examining Committee may be submitted when the student is advanced to candidacy, and must be submitted to the Graduate School at least four weeks before the examination and/or defense. This committee is appointed by the Dean of the Graduate School on recommendation of the Graduate Program Director, and must include at least two faculty members internal to the program (advisor & chairperson), one member external to the program, and one member who may be either internal or external to the program. The dissertation supervisor cannot serve as chairperson of the examining committee or as the outside member even if he or she is from another program. Please use this form to indicate any revisions to a committee. All committee revisions must be received and approved well before the examination and/or defense.

Individuals who are listed as members of the faculty of the graduate program (in the Graduate Bulletin or the program brochure) serve as inside members of the committee. Committee members who are not listed as program faculty are classified as outside members of a Dissertation Examining Committee, except when they have recently been appointed to the program as faculty.

If a student's advisor leaves Stony Brook, that person may continue the research direction of the dissertation. However, a co-advisor should be appointed from the graduate program. The student will then have an advisor and a co-advisor who will be available to the student for research and administrative matters.

No extensions or exceptions will be granted to the signature page submission deadline due to a Skyping committee member. Students should plan their dissertations accordingly and with ample time to obtain all committee member signatures to meet this deadline.

Check one: ☐ First Request for Approval ☐ Revision to Disapproved Committee ☐ Revision to Approved Committee

Dissertation Examining Committee		
1. Advisor	Department/Program	In Person: ☐ Video/Skype: ☐
2. Dissertation Examining Committee Chair	Department/Program	In Person: ☐ Video/Skype: ☐
3.Third inside member	Department/Program	In Person: ☐ Video/Skype: ☐
4. Outside member*	Department/Program or Affiliation	In Person: ☐ Video/Skype: ☐
5. Additional inside or outside member (optional)*	Department/Program or Affiliation	In Person: ☐ Video/Skype: ☐

**A CV must be attached if the outside member is not from Stony Brook University*

Department or Program Approval _____ **Date:** _____

Graduate Program Director or Department Chair

Complete this form and submit to: The Graduate School, 2401 Computer Science Building, Stony Brook University

☐ **Committee appointed. Department/Program is authorized to schedule a dissertation defense.**

Disapproved (reason) ☐ Committee structure does not comply with policy: _____

Other _____

_____ **Date:** _____

The Graduate School