

INSTRUCTIONS:

1. This form may be used to request any or all of three actions. The correct section must be completed for each.

2. If the committee is to be reconstituted:
 - A. Complete sections I and II.
 - B. Signatures of members leaving the committee and members joining the committee must be obtained, unless those leaving the committee are no longer in residence at the University.
 - C. The reconstitution must be approved by the Department Chair and the Committee Chair after consultation with the student.
 - D. The reconstituted committee must meet the requirements for doctoral committees as set forth in the Graduate Division publication Standards and Procedures for Graduate Study at UCLA. The regulations may also be found on the Nomination of Doctoral Committee form.*

3. If the certifying Members are to be changed:
 - A. Complete Sections II and III.
 - B. All of the committee members must sign Section III to indicate approval of the change in Certifying Members.
 - C. The membership of the Certifying committee must meet the requirements as set forth in the Graduate Division publication Standards and Procedures for Graduate Study at UCLA.

4. If the Final Oral Examination requirement is to be changed:
 - A. Complete Section IV.
 - B. All of the Committee members must sign Section IV to indicate approval of the change in the requirement.
 - C. If the Final Oral Examination is being required, committee members should be aware of the regulation that all committee members attend the examination.

* Important Note: **If** more than three members are being removed, a memo of explanation from the department or committee chair must be attached to the reconstitution form for the Associate Dean's review.