

**Dissertation Examining Committee Appointment
and Authorization to Schedule a Dissertation Defense**

Student Information		
Name (Current Name on SB Records)	SBU ID # (<i>not Social Security</i>)	Check the appropriate box <input type="checkbox"/> PhD <input type="checkbox"/> DA <input type="checkbox"/> DMA
Department/Program		Date of Defense (if known)
Check One: <input type="checkbox"/> First Request for Approval <input type="checkbox"/> Revision to Disapproved Committee <input type="checkbox"/> Revision to Approved Committee		Did the student conduct research at Brookhaven National Laboratory (BNL)? <input type="checkbox"/> Yes <input type="checkbox"/> No

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 and 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. 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) 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 exceptions or extensions shall 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 signatures to meet this deadline.

Conflict of Interest Statement: By signing below, the dissertation advisor and committee chair have verified that there is no conflict of interest that may jeopardize publication of research work and/or final submission of the written dissertation. Additionally, by signing below committee members attest that they have been informed and are aware of the policies governing dissertation committees at Stony Brook University.

In cases where potential conflicts of interest cannot be avoided, written explanation has been sent to the Dean of the Graduate School for review and approval. Conflicts of interests may include, but are not limited to situations such as a financial or professional relationship between the student and a committee member. Conflicts involving personal or romantic relationships are prohibited. See the Graduate Bulletin for more information.

Dissertation Examining Committee: A CV must be attached if the outside member is not from Stony Brook University.

1. Advisor	Department/Program	In Person: <input type="checkbox"/>
2. Dissertation Examining Committee Chair	Department/Program	In Person: <input type="checkbox"/>
3. Third inside/outside member	Department/Program	In Person: <input type="checkbox"/> Video/Skype: <input type="checkbox"/>
4. Outside member*	Department/Program or Affiliation	In Person: <input type="checkbox"/> Video/Skype: <input type="checkbox"/>
5. Additional inside or outside member (optional)*	Department/Program or Affiliation	In Person: <input type="checkbox"/> Video/Skype: <input type="checkbox"/>

<i>Departmental Approval</i>	
Graduate Program Director _____	Date _____
<i>Graduate School Approval</i>	
<input type="checkbox"/> Denied	Reason: _____
<input type="checkbox"/> Approved	Representative: _____ Date _____

Graduate School: 2401 Computer Science Bldg.

It is the policy of the Graduate School to abide by University, federal, and state laws. For more information on our policies, visit the Graduate Bulletin.