Office of Graduate Programs
School of Engineering and Applied Science
Thornton Hall A108

Date
(mm/dd/yyyy)

20200424

Appointment of Final Examination Committee

Student Name
(last, first middle)

Comp ID
(e.g. mst3k)

SIS ID
(office use)

Program

Master of Science Final Exam

Committee must consist of at least 3 UVa faculty members, at least 2 of whom must be SEAS faculty. All faculty with a primary appointment in Biomedical Engineering are considered SEAS faculty for this purpose.

* For M.S. candidates in Biomedical Engineering, one faculty member from the School of Medicine may substitute for one SEAS faculty.
* For M.S. candidates in Engineering Physics, at least one and no more than two of the required three members must be from the Physics department.
* For M.S. candidates in Computer Engineering, you must have at least one member each from both the ECE and CS departments.

One research professional from outside UVa or faculty member from outside SEAS may be a fourth voting member, provided that his/her qualifications are commensurate with that of a research faculty or equivalent rank. Request for Appointment of Examining Committee must be submitted to the Office of the Dean at least 2 weeks prior to the examination date.

Ph.D. Final Exam

The Final Dissertation Examining Committee must include a minimum of 3 SEAS faculty, a minimum of 4 U.Va. faculty, and a minimum of 5 total members. One of the U.Va. faculty members must be from outside the student's home department.

* For Ph.D. candidates in Biomedical Engineering, one faculty member from the School of Medicine may substitute for one SEAS faculty. All faculty with a   primary appointment in Biomedical Engineering are considered SEAS faculty for this purpose.
* For Ph.D. candidates in Engineering Physics, at least one member must be from the Physics Department and no more than three of the required five members may be from Physics.
* For Ph.D. candidates in Computer Engineering at least two members must be from the ECE department and at least two members must be from the CS department. The outside member must come from a department that is different from the adviser's department.

The purpose of the member from outside of the student's home department is to ensure consistency across the University, to help ensure fairness to the student and to prevent conflict inside the department.

For Ph.D. students, the outside member must be UVA faculty.

Request for Appointment of Examining Committee must be submitted to the Office of the Dean at least 2 weeks prior to the examination date.

Examination Date
mm/dd/yyyy

Name   Department/Institution/Organization*

Chairperson

Thesis/Disseration Director

Outside member(s)

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*Attach 1-3 page CV if member is NOT UVA faculty

APPROVAL

Program: Office of Graduate Programs: