**Guidelines for Outside Members on Ph.D. Committees**

**UCSB Linguistics Department**

The process of obtaining a Ph.D. degree consists of three steps. If you agree to serve as a non-department Ph.D. committee member, you will be asked to participate as follows:

Step 1: The oral qualifying exam. The oral qualifying exam covers the student's general knowledge of linguistics. Only inside members are expected to participate in this exam.

Step 2: The prospectus exam. The student is asked to defend the prospectus of his/her dissertation, which will have been circulated to all committee members and approved as a prospectus in advance.

UCSB faculty will be asked to be present at these exams; faculty from other campuses are welcome to attend the exam, but are not expected to, since the University has no funds to bring them to UCSB. Outside committee members not attending the prospectus exam may send their comments and questions to the chair of the dissertation committee to be brought up at the exam.

Step 3: The writing of the dissertation. You will be asked to read and comment on drafts of the dissertation. Your approval is necessary before the student can defend the dissertation.

Step 4: The oral dissertation defense. Members from UCSB will be asked to be present at the defense. Members from other campuses are welcome to attend, but UCSB has no funds to bring them in. They may, however, send questions to the committee chair to raise at the defense on their behalf.