

Ph.D. Qualifying Exam Committee

Form to be completed by the end of the *Sixth Quarter*

Name _____

Major Professor _____

Tentative Dissertation Title and short description of research (2-4 sentences):

Prior to submission of this form, the Dissertation Proposal **must be approved** by the major professor for distribution to the Qualifying Examination Committee. The proposal must be submitted to the Qualifying Exam Committee **at least 4 weeks before the written examination**.

Major Professor approval of Dissertation Proposal by the Guidance Committee:

Signature: _____ Date: _____

Tentative Oral Exam Date: _____

Responsibilities (please read in full)

The Student is responsible for:

1. Submitting the complete **PhD Qualifying Exam Committee Part I** of this form.
2. Selecting and confirming participation for two of the three names recommended by ISAC in Part II of this form.
3. Submitting this full committee (all 5 members) on the **Nomination of Qualifying Exam Committee Form** in [RGrad](#) to the Graduate Division (**this must be done PRIOR TO YOUR WRITTEN EXAM**).
4. Submitting the Dissertation Proposal to the Qualifying Exam Committee **at least 4 weeks** before the written examination.
5. Informing the Student Services Advisor (SSA) of when and where the examinations will be administered.
6. Within 48 hours of the oral exam (regardless of outcome), the student must initiate the **Report of Oral Qualifying Examination** via [RGrad](#). If passed the oral exam, student must nominate their dissertation committee (major professor plus two committee members) on this form as well.

Student acknowledgement of responsibilities:

Signature: _____ Date: _____

The Qualifying Exam Committee Chair has the following responsibilities:

1. Schedule the time and place of the written and oral exams.
2. Gather the written questions from the Committee and determine the order in which the exams will be given to the student.
3. Collect the completed written exams and transmit them to the **SSA**.
4. Transmit the results of the written qualifying exams via e-mail to the student with a cc to the **SSA** and **Major Professor**. Passing the written exams will signify that the student can proceed to take the oral exam.
5. Following the oral exam, the Chair will summarize the results of the qualifying exam (both written and oral) for the student and Major Professor. This summary will highlight the strengths and weaknesses of the exam.
6. When the **Report of Oral Qualifying Examination** is routed to them via R'Grad, the Chair must indicate whether the student passed or failed. If failed, the Chair must indicate whether or not a second attempt at the Oral Qualifying Exam is recommended.

The Student Services Advisor is responsible for:

1. Checking Degree Works to make sure all pre-exam degree requirements are met and recorded correctly.
2. Advising the Chair of the committee on the procedure for reporting results of written exam.
3. Following up to make sure that the “**Report on Oral Qualifying Examination**” reached Graduate Division and was processed.
4. Following up to make sure that the dissertation committee was nominated in R'Grad.

Committee members

The following persons are proposed for membership on the Qualifying Examination Committee:

Faculty Member

Initials

Part I:

_____ (Chair)

_____ (Outside)

Following approval of Part I, ISAC will supply names of three faculty members listed in Part II and return this form to the student.

Part II:

Approvals:

ISAC Chair _____ Date: _____