



## PhD Qualifying Examination Request Form

**Student Name:**

**ID:**

**Title:**

- The QE Request must be submitted **at least 4 weeks prior to the first proposed date with the QE Research Proposal**
- If the student starts the QE process but does not submit all the milestones and has no documentation for the delay, it will result in an automatic failed attempt

**The QE Research Proposal must contain the following items:**

- Survey of appropriate background literature
- Description of the proposed research
- Statement describing the merits and scholarly value of the proposed research
- Schedule of the research program that the candidate will follow which includes a sequence of milestones and objectives
- No more than 50-pages long, excluding references and appendices
- Formatted with 12-point font, 1.5 spacing, 1 inch margin on all sides

**Oral QE Procedure:**

- 30 minutes (maximum) for oral presentation by the candidate (open to the public)
- 10 minutes questions by the public audience
- 90 minutes (maximum) for questions from the Exam Committee (open to the public for observation only)
- Deliberation period is closed to Exam Committee members only (public and candidate must leave)

**Proposed Examination Committee:** *(At least one member must be from outside of SoCS)*

Advisory Committee Member: DEPT:

Advisory Committee Member: DEPT:

Non-Advisory Committee Member: DEPT:

Non-Advisory Committee Member: DEPT:

Alternate Non-Advisory Committee Member: DEPT:

Faculty with Potential Conflicts *(If applicable)*

**The QE Research Proposal will be available on:** *(specify date)*

**Mode of oral QE presentation:** *(Online or in-person)*

**Tentative Dates for the QE oral presentation:** *(Minimum 3 required)*

**Written Component** *(if applicable)* YES NO

**(Note:** for each required module, a written test must be completed 1 week before oral presentation)

Learning modules completed:

Evaluation of the quality of the student's research performance to date:

Student's potential as a researcher:

We the members of the Advisory Committee have reviewed the student’s Research Proposal and feel that it is of passing quality. We recommend that the student proceed with the Qualifying Examination oral presentation and written component (if applicable)

Signature:

Date:

Advisor

Co-Advisor (if applicable)

Committee Member

Committee Member

Committee Member

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Graduate Coordinator Approval

Date