

# PhD Qualifying Process Instructions

“The primary purpose of the PhD qualifying process is to determine if a student has the skills necessary to continue towards a PhD degree. Secondary purposes include a demonstration of (a) breadth of knowledge at the graduate level and (b) ability to think, learn, and work independently and the ability to write and present clearly. Qualifying for PhD candidacy should occur within 18 months after enrollment in the PhD program.” (*Graduate Handbook*)

## 1. Complete the breadth coursework

## 2. Produce a research paper

- A student must produce a research paper suitable for submission for publication to a journal or conference.
- If you will also be writing a MS thesis, it must be turned into a paper suitable for submission to satisfy this requirement. If you have questions, talk to the Graduate Secretary.

## 3. One week to 10 days before:

- Provide copies of your research paper to all five committee members. If you have questions about your committee, talk to the Graduate Secretary.
- Arrange for a date, time, and place to present your research paper. Make sure all members of your committee can attend. The secretaries can schedule the conference room for you. Reserve one hour for the presentation.

## 4. Presentation day (or soon after):

- Leave a copy of the research paper with the Graduate Secretary. (Very important!)

# PhD Qualifying Process

Name \_\_\_\_\_

1. **Breadth of Knowledge** – I have completed the following breadth courses:

	Course	Group	Grade	Point Value*
1	CS 611	REQUIRED		
2				
3				
4				
<b>Overall GPA</b>				

\* A = 4.0; A- = 3.7; B+ = 3.4; B = 3.0; B- = 2.7; C+ = 2.4; C- = 2.0

2. **Ability to Think/Learn/Work/Write/Present** – Presentation of research paper

Title of Paper \_\_\_\_\_

Presentation Date, Time and Place \_\_\_\_\_

### 3. Signatures

Signatures of committee members indicate that

- the research paper has been received, and
- the committee members will attend the presentation.

Advisor: \_\_\_\_\_

2<sup>nd</sup> Committee Member: \_\_\_\_\_

3<sup>rd</sup> Committee Member: \_\_\_\_\_

4<sup>th</sup> Committee Member: \_\_\_\_\_

5<sup>th</sup> Committee Member: \_\_\_\_\_

Graduate Coordinator: \_\_\_\_\_