

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 an MS thesis, it must be turned into a paper suitable for submission to satisfy this requirement. If you have questions, talk to the Graduate Coordinator.

3. Schedule your Qualifying Process Presentation:

The following should be completed at least one week before the scheduled date

- Arrange a date, time and place to present your research paper. Make sure all five members of your committee can attend. Have the Graduate Program Assistant help you schedule a room for one hour. Get the signatures of the committee and the Graduate Coordinator on the form. Give the completed scheduling form to the Graduate Program Assistant. Email the title of your paper and an abstract to the Assistant.
- Provide copies of your research paper to all five committee members, your fourth and fifth committee members should have a copy no later than one week before the scheduled date. If you have questions about your committee, talk to the Graduate Program Assistant.

4. Presentation day:

- Leave a copy of the research paper with the Graduate Program Assistant.

PhD Qualifying Process Scheduling Form

Name _____

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

	Course	Group	Grade	Point Value*
1	CS 611	REQUIRED		
2				
3				
4				
Overall GPA				

* 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: _____

2nd Committee Member: _____

3rd Committee Member: _____

4th Committee Member: _____

5th Committee Member: _____

Graduate Coordinator: _____