

CHEMICAL AND ENVIRONMENTAL ENGINEERING

ADVANCEMENT TO CANDIDACY

⇒ What are the steps I should take to Advance to Candidacy?

1. If your Faculty Advisor confirms that you are ready to Advance to Candidacy (also known as the Oral Qualifying Exam), you must work with your Faculty Advisor to nominate three faculty members for your Oral Qualifying Exam committee. One faculty member will be the Chair and the other must be from within the CEE department. The third faculty member must be from another department and will act as an Outside Committee Member.
2. Once you have these members identified, e-mail the Graduate Student Affairs Officer (GSAO) with the names of these members as well as: the approximate date you will be taking the qualifying exam, your current local address, your area of research interest, the title of your presentation for the qualifying exam and a copy of your abstract. The GSAO will need this information to complete an approval form for you. The information will also be sent for approval to the CEE Graduate Committee.
3. The Graduate Committee will approve or disapprove of the three nominated members, and will also choose two additional members for your committee. The names of all five members for your committee will be sent to you. It will be your responsibility to coordinate an appropriate date and time for the exam with them and inform the GSAO of the final date and time. The GSAO will then reserve a room and you will be set for the exam.

◆ What happens if I fail the exam?

⇒ If the committee determines that you did not pass the exam, they will then decide if you are eligible for a second examination. The second examination will take place at least three months after the original exam date. A third examination is not allowed.

◆ What are the steps I should take for Ph.D. completion?

1. Your Oral Qualifying Exam committee will have nominated a committee for your Defense of Dissertation Committee. You would work with your nominated members to schedule a date for your defense.
2. Once a date has been determined, e-mail the Graduate Student Affairs Officer (GSAO) to reserve a room and create a flyer. The GSAO will also need a copy of your abstract and title to create the flyer for distribution.
3. You would provide copies of your dissertation to your committee at least two weeks before your defense.
4. Once your defense is completed and all members have approved, you will bring a draft of your dissertation to the Grad Division for format review. The Graduate Division will provide you with forms to complete in order to graduate.
5. You will also need to provide the Grad Division final copies of your dissertation on or before the last day of the quarter in which you defended.