

PH.D. ADVANCEMENT TO CANDIDACY PROCESS

1. Request a meeting with Kim Claffey in A227 Bourns for a degree/coursework check. This should be done one quarter prior to advancement.
2. Work with your Faculty Advisor to nominate three faculty members for your Oral Qualifying Exam committee. Your advisor will be Chair of the committee and the other committee member must be from within the CEE department. The third faculty member must be from another department and will act as an Outside Committee Member.
3. Once you have these members identified, e-mail Kim at kclaffey@engr.ucr.edu with 1) the names of your committee members, 2) the approximate date you plan to take the qualifying exam, 3) the title of your presentation for the qualifying exam, and 4) a copy of your abstract. The information will be sent for approval to the CEE Graduate Committee.
4. 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.
5. Confirm all members are willing to serve on your committee. Then download Form 2 from the Graduate Division website and turn in the completed form to Kim a minimum of one month prior to your exam. Form 2 can be found here: <http://graduate.ucr.edu/forms/Form%202.pdf>
6. It will be your responsibility to coordinate an appropriate date and time for the exam with your committee and inform Kim of the final date and time. Kim can help you reserve a room for your exam.
7. After Graduate Division approves your committee, prepare the Form 3. Form 3 is available at the link below and should be submitted to Kim Claffey in A227 Bourns a minimum of two weeks prior to your exam: <http://graduate.ucr.edu/forms/Form%203.pdf>
8. You're required to follow the Advancement to Candidacy Proposal Template guidelines explained here: http://www.cee.ucr.edu/graduate/ATC_Proposal_TemplateRevised.pdf **You must send your proposal to your entire committee a minimum of two weeks in advance of your exam. If you fail to adhere to these proposal template guidelines and the deadline explained above, you may fail your exam.**

Timeline

Fall	Winter
<ul style="list-style-type: none"> • Degree/coursework check with Kim • Nomination of committee members • Form 2 	<ul style="list-style-type: none"> • Schedule ATC exam • Reserve room • Form 3 • Take ATC 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.