

## ORAL QUALIFYING EXAM – CHECKLIST

### 1. REQUIREMENTS (DUE BEFORE ANYTHING ELSE CAN GO FORWARD)

- Breadth Requirement Form (Due by the end of your 9th quarter of study)
- Proposal of Fields (Due by the end of your 9th quarter of study)
- WQE (Due by the end of your 6th quarter of study)
- All Coursework

### 2. NOMINATE YOUR DOCTORAL COMMITTEE (6 WEEKS BEFORE EXAM)

- Read the Doctoral Committee Regulations at <http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf>, page 10
- Complete the Nomination of Doctoral Committee Form [www.gdnet.ucla.edu/gasaa/library/docnomin.pdf](http://www.gdnet.ucla.edu/gasaa/library/docnomin.pdf)
- Have your committee chair initial next to their name on the form (NOT in the signature space at the bottom)
- Bring the completed document to 4403 Boelter Hall 6 weeks prior to the exam.

### 3. REMOTE REQUEST – IF NECESSARY (6 WEEKS BEFORE EXAM)

- If a member of your committee wishes to attend remotely (and only 1 “inside” member may do so, not including the chair), you must also at this time turn in a written request from your committee chair requesting remote participation for that member.

### 4. E-MAIL TO SCHEDULE A ROOM (4 WEEKS BEFORE EXAM)

- Coordinate with your committee to find a date and **2 hour time period** that will work for all of them
- Email Jeanette Reyes at [jreyes@cs.ucla.edu](mailto:jreyes@cs.ucla.edu), and include the following information:
  - Subject of Email: **OQE Schedule Request**
  - Requested date and time for exam
  - The current title of your prospectus

*Your room reservation will then be emailed to you.*

### 5. SUBMIT PROSPECTUS TO DOCTORAL COMMITTEE (2 WEEKS BEFORE EXAM)

- Email or deliver your prospectus to each of your committee members
- Email a copy to Jeanette Reyes at [jreyes@cs.ucla.edu](mailto:jreyes@cs.ucla.edu)

**AFTER YOU COMPLETE YOUR QUALS**, the CS Graduate Student Affairs Office will forward the signed Report on Oral Qualifying Exam to the Graduate Division. Once it's processed, you will be charged fees that total \$90 (for your Candidacy for Doctoral Degree). We suggest you check your BruinBill account 10-15 days after you complete your Quals.

***Due to various University Policies, failure to complete these steps without their allotted lead time (6 weeks, 4 weeks, and 2 weeks prior to your scheduled exam) may result in requiring you to reschedule your exam.***

***If you have any questions, please email [jreyes@cs.ucla.edu](mailto:jreyes@cs.ucla.edu).***