

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
- 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, 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

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.