

ORAL QUALIFYING EXAM – CHECKLIST

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

- Breadth Requirement Form (Due by the end of your 4th quarter of study)
- Proposal of Fields (Due by the end of your 3rd 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, printed in *Standards and Procedures for Graduate Study at UCLA* (<http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf>), beginning on page 10.
- Complete the Nomination of Doctoral Committee Form www.gdnet.ucla.edu/gasaa/library/docnomin.pdf
- Have your committee chair sign off on the form
- Bring the completed document to 291 Eng VI 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. SCHEDULE A ROOM (4 WEEKS BEFORE EXAM)

- Coordinate with your committee to find a date and time that will work for all of them
- Go to the Student Affairs Office at 291 Eng VI with your date and time. They will schedule a room for 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 Joseph Brown (jbrown@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 BAR account 10-15 days after you complete your Qualls.

If you have any questions, please do not hesitate to visit the CS Graduate Student Affairs Office, or email Joseph Brown at jbrown@cs.ucla.edu.

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.