ECpE PhD Qualifying Process Guideline (01/2016)

Each PhD student in the ECpE department must complete a Qualifying Process by following the steps below:

# Step 1: Complete the Course Work Requirement

* Two academic area courses and two general skills courses must be completed prior to the semester when the qualifying exam is held.
* The overall GPA of the required courses must be 3.5 or higher.
* Each individual grade of the required courses must be B+ or better.
* To substitute a course, the student must attach course description and materials and an unofficial transcript with the “PhD Qualifying Exam - Request Form”. The grade of the substitute course must be A- or better.

# Step 2: Request an Oral Exam

* The qualifying process must be completed by the fourth (4) semester for post BS students or the third (3) semester for post MS students.
* To request an oral exam, the student must submit a “PhD Qualifying Exam - Request Form” to the ECpE Student Services Office (1212 Coover Hall).
* The student will be notified of the department decision within one week of submittal if the request is to be denied.

# Step 3: Schedule the Oral Exam (after one week of submittal of the request)

* Contact the academic area chair or the faculty advisor to
	+ Form an exam committee, and
	+ Decide the exam time and location (room shall be formally reserved at the front desk of ECpE Student Services).

# Step 4: One Week Prior to the Oral Exam

* Submit a “PhD Qualifying Exam - Oral Presentation and Exam Results” form to ECpE Student Services.
* Submit the written report (hard copy or pdf file) to each exam committee member.

# Step 5: Complete the Oral Exam

* Prior to the oral exam, ECpE Student Services prepares the student folder that includes both forms, and sends it to the exam committee chair.
* During the oral exam, the student shall include a few slides to explain how the course work requirement has been satisfied.
* After the exam, the exam committee chair reports the exam results on the “PhD Qualifying Exam - Oral Presentation and Exam Results” form and returns all the files to ECpE Student Services.

|  |
| --- |
| Ph.D. Qualifying Exam – Request Form |
| ECpE Student Services ~ 1212 Coover Hall ~ Iowa State University ~ Ames, Iowa |
| **I Student Information** |
| **Name** |       |       |       | Univ ID |       |
|  | (Last) | (First) | (Middle) |  |  |
| Email Address |       |
| Entry Term (Semester/Year) |       | **Major** |       |
| **Area of Study** |       |
|  |
| **II Completion Timeline** |
| * The Qualifying Process must be completed by the fourth (4) semester for post BS students and by the third (3) semester for post MS students.
* Extension may be granted by the Director of Graduate Education (DOGE) or the Faculty Advisor with extenuating circumstances.
 |
| This student is being granted an extension to complete the Qualifying Process. All requirements should be |
| completed by |       | semester |       | year |
| Reason: |       |
| Approved by: |  | Date: |  |
|  | (DOGE or Faculty Advisor) |  |  |
| **III Research Area and General Skills Course List** |
| * To substitute a course, you must attach course description and materials and an unofficial transcript. The grade of the substitute course must be A- or better. Fill out the table below and mark the substitute courses with an asterisk (\*).
* Submit to ECpE Student Services after you have obtained the signatures from your faculty advisor. ECpE Student Services will fill in the appropriate grades as taken at ISU.
 |
| **[ ]**  Check here if this is a revised form. |
| **University** | **Dept Name & Course Number** | **Grade** | **Semester/Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **IV Approvals** |
|  |  |  |
|  |  |  |
| Student’s Signature |  | Date |
|  |  |  |
| Faculty Advisor (printed and signed) |  | Date |
|  |  |  |
| Director of Graduate Education |  | Date |
|  |
| Office use only |  | Certified courses/grades |  | Certified E.T./C.D. |