

ECE Ph.D. Qualifying Exam Process

START

Student announces intent to take the Qualifying Exam by completing STEP 1 of the Qualifying Exam Proposal form. Student obtains Faculty Advisor's signature and then forwards the form to the ECE Graduate Program Advisement Office at ecegradadvise@unm.edu. A shared folder will be created for ease of completing.

Proposal form is forwarded to student's Emphasis Area Chair who then forms exam committee and completes STEP 2 of proposal form. Emphasis Area Chair forwards form to Committee Chair.
Note: The Qualifying Exam Committee is NOT the same as the Ph.D. Committee

At least four (4) weeks prior to exam, committee compiles a list of at least three (3) reviewed articles or papers in the emphasis area. Committee Chair completes STEP 3 of proposal form, documenting list of papers, signs form, and returns form to student.

Student picks one publication from the list in STEP 3 to use for the exam and informs Committee Chair of their selection. Student confirms date/time/location of exam with committee members and records selected paper and exam details on proposal form in STEP 4. Student signs form and notifies the ECE Graduate Program Advisement Office at ecegradadvise@unm.edu

Graduate Program Director confirms approval to conduct the exam and signs STEP 5 of proposal form. ECE Graduate Program Advisement Office notifies student and committee by email.

At least one (1) week prior to exam, student sends the committee his/her written report.

No more than two (2) weeks following the exam, the Committee Chair records exam results and obtains signatures from committee members in STEP 6 of proposal form then notifies the ECE Graduate Advisement Office at ecegradadvise@unm.edu.

The Graduate Committee formulates a recommendation on exam outcome based on the results presented by the Committee Chair. The recommendation is presented to the ECE faculty for a vote. Student is notified of results before the last day of the semester.

END

