

Ph.D. Program Review

&

Qualifying Examination Procedures

for

Department of Curriculum and Instruction

The University of Texas at Austin

Program Review & Qualifying Exam Procedures

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First Review

Purpose

1. To monitor and evaluate the student's progress in the doctoral program; and
2. To advise the student on planning his/her program of study.

Eligibility

The First Review will be scheduled when the student has completed at least 18 hours of graduate level coursework at The University of Texas at Austin. Courses taken on a credit/no credit basis may not be counted toward this 18 credit hour requirement. The 18 hours must include at least one research methodology research course (three hours credit) at UT Austin.

Transfer students must have completed at least 18 hours of graduate courses in Curriculum and Instruction at The University of Texas at Austin.

Students must have a 3.0 grade point average on completed coursework.

Committee Constituency

The First Review is conducted by the program area faculty members.

Program Area Specifics

Scheduling

It is the student's responsibility to consult with his/her Academic Adviser to schedule the First Review at the appropriate time.

Students must submit required materials to their Academic Adviser three weeks prior to the Review meeting date. Students who do not meet the deadline for submission of materials must wait until the next semester to schedule their Review.

Program Area Specifics

Required Materials and Submission Procedures

Two weeks prior to the scheduled review, the student must submit hard copies of the following to each Review Committee Member:

1. The C&I Doctoral Program Review form* (see footnote);
2. A Program of Work*, including work in progress;
3. Curriculum Vitae;
4. One or more examples of written work; and
5. A list of participation/experience in research.

Program Area Specifics

Decisions

The First Review Committee will recommend continuation, continuation with conditions, or termination of the student's program. The recommendation will be a consensus decision of the Review Committee. Conditions may be specified by the Review Committee on an individual basis. It is expected that conditions will entail such prescriptions as coursework, independent readings, etc. Termination options will follow the guidelines of the Graduate School.

Program Area Specifics

Reporting Procedures

The Academic Adviser will inform the student of the results of the First Review as soon as a decision has been reached. The Academic Adviser will submit the Review Committee's written report (Program Review form) to the C&I Graduate Adviser's office and will provide a copy of the report to the student.

* **Please Note:** All forms related to the Review and Qualifying Exam processes should be downloaded from the department website at <http://www.edb.utexas.edu/education/departments/ci/studentinfo/cstudents/grad/degrees/phd/>

Mid-Program Review

Purpose

1. To monitor and evaluate the student's progress in the doctoral program; and
2. To advise the student on planning his/her program of study.

Eligibility

The Mid-Program Review will be scheduled when the student has completed between 27 and 36 hours of graduate level coursework at The University of Texas at Austin. Courses taken on a credit/no credit basis may not be counted toward this requirement.

Committee Constituency

The Mid-Program Review is conducted by the program area faculty members.

Program Area Specifics

Scheduling

It is the student's responsibility to consult with his/her Academic Adviser to schedule the Mid-Program Review at the appropriate time.

Students must submit required materials to their Academic Adviser three weeks prior to the Review meeting date. Students who do not meet the deadline for submission of materials must wait until the next semester to schedule their Review.

Program Area Specifics

Required Materials and Submission Procedures

Two weeks prior to the scheduled review, the student must submit hard copies of the following to each Review Committee Member:

1. The C&I Doctoral Program Review form* (see footnote);
2. A Program of Work*, including work in progress;
3. Curriculum Vitae; and

Program Area Specifics

Meeting and Review Criteria

The student will make a brief oral presentation of his/her research study; the presentation will be followed by questions and discussion. The Review Committee will review and discuss the student's progress in the program, the plan and timeline for completing remaining coursework, and plans for taking the Qualifying Examinations.

Faculty will judge the research paper on a range of criteria, such as importance of the research questions(s), appropriateness of the literature review, appropriateness and rigor of the methodology, significance of the study, conclusions and discussion, and quality of writing.

The Review Committee will evaluate the quality of the oral presentation and the student's effectiveness in responding to questions posed by committee members.

Program Area Specifics

Decisions

The Review Committee will recommend continuation, continuation with conditions, repeat the Mid-Program Review, or termination of the student's program. The recommendation will be a consensus decision of the Review Committee. Conditions may be specified by the Review Committee on an individual basis. It is expected that conditions will entail such prescriptions as coursework, independent readings, etc. Termination options will follow the guidelines of the Graduate School.

Program Area Specifics

Reporting Procedures

The Academic Adviser will formally communicate the student of the results of the Mid-Program Review as soon as a decision has been reached. The Academic Adviser will submit the Review Committee's written report (Program Review form) to the C&I Graduate Adviser's office and will provide a copy of the report to the student.

Qualifying Examinations

Students are evaluated by the program area faculty through written and oral examinations. The student must pass the written and oral components of the examination to be recommended for Advancement to Candidacy.

Purpose

1. Evaluate the student's understanding of content important to his/her field of study;
2. Evaluate the student's understanding of the processes of research related to his/her field of study; and
3. Evaluate the student's preparedness to conduct a dissertation study.

Please Note:

There are now two different Qualifying Exam processes. The semester in which a student first enrolled for their doctoral program in Curriculum and Instruction determines which program s/he should follow.

- *Students first enrolled Fall 2009 or after must follow the new Qualifying Exam procedures (see page 7).*
- *According to Graduate School policy, students presently enrolled (first enrolled prior to Fall 2009) in the program may choose to either follow the old (page 14) **or** the new (page 7) Qualifying Examination procedures, provided they have taken the required foundation courses. The research course requirements have not changed in the program; the course titles have been updated.*
 - *Students who opt for the new qualifying exam process must complete the core foundation courses, as well as the Research Sequence courses. See page 7 for list of courses.*
 - *Some coursework previously taken may require Academic Adviser and GSC approval if the student plans to use it in place of one of the required core foundation or research sequence courses. The student's Academic Adviser should submit requests for substitutions to the appropriate GSC Committee (Foundation Committee or Research Committee).*

New Qualifying Exam Procedures
(Students first enrolled Fall 2009 and later)

When a student has completed the First and Mid-Program Reviews and during the semester prior to the completion of all coursework, he or she is eligible to schedule the Qualifying Examination. The student must complete the Core Foundation and Research Sequence course requirements prior to taking the Qualifying Exams. See the Core Foundation courses and Research Sequence section on the next page for details.

Planning for the examination is done with the chairperson of the student's Qualifying Examination Committee. The student, in conjunction with the faculty members selected for the committee, will set the date for the Written Examination at the convenience of faculty and student. The exam will be scheduled through the C&I Graduate Office. The Oral Examination will be scheduled by the chair, committee members, and the student.

Qualifying Examination Committee Constituency

The Qualifying Examination Committee will consist of a chairperson and at least **four** members with the following stipulations:

1. The chair or one of two co-chairs must be from the student's program area or affiliated faculty;
2. A minimum of three members total of the committee must be a member of the C&I GSC; and
3. One member of the committee must be from another department (out-of-department) or may be from another institution.

The Qualifying Examination Committee need not be the student's Dissertation Committee; however, it is recommended that at least one member of the Qualifying Examination Committee be on the student's Dissertation Committee.

Program Area Specifics

Foundation and Research Methodology Requirements

Foundation Requirements:

EDC 380F Sociocultural Foundations
EDC 381F Introduction to Teaching and Teacher Education
EDC 383F Curriculum Theory

Research Methodology Requirements (to be taken in sequence):

Step 1:

EDC 381R Introduction to Systems of Human Inquiry

Prerequisite to Step 2 (EDC 385R):

EDC 382R Fundamentals of Statistics

- Other course choices for this requirement include: EDP 371, EDP 380E or an adviser approved statistics course brought in from other institution

Step 2:

EDC 385R Introduction to Quantitative Research
EDC 386R Introduction to Qualitative Research

Step 3 (one course topic from either category or an adviser approved advanced research course):

EDC 387R Advanced Quantitative Research
or
EDC 388R Advanced Qualitative Research

Components of the Qualifying Examination

Qualifying Examinations consist of two parts:

Written Exam - A four-hour *Specialization Examination* related more specifically to the student's areas of expertise, interest, and research; and

Oral Exam - A two-hour *Oral Examination* in which the student is expected to elaborate or justify the written examination before the Qualifying Examination Committee.

Program Area Specifics

Description of Examination Components

Written Exam - *Written Examination* will be prepared expressly in the student's area of interest, expertise, and research by the Qualifying Examination Committee; and

Oral Exam - The two-hour *Oral Examination* will be conducted by the student's Qualifying Examination Committee and open to any additional readers of the examination who have interest in the student's performance. It is expected that the written examination will serve as the basis for the oral exam.

Program Area Specifics

Scheduling

Students will schedule the Qualifying Examination after they have completed the First and Mid-Program Reviews and during the semester prior to the completion of all course work.

Step 1:

When students are ready to begin their Qualifying Examinations, they should choose the Qualifying Examination Committee, which will supervise them through both parts (Written & Oral). Refer to the previous page for information about selecting Qualifying Exam Committee Members.

NOTE: Because a smooth transition from the Qualifying Exam Committee to the Dissertation Committee is desirable, the Graduate Adviser recommends that as students choose members for the Qualifying Exam Committee, they should bear in mind the requirements for membership on the Dissertation Committee.

Step 2:

When students have secured agreement of _____ faculty members to serve on the Candidacy Committee and are ready to schedule specific dates for each part, they complete and submit to the Graduate Coordinator in SZB 406 the following two forms:

1. Intent to Take C&I Doctoral Qualifying Exam*; and
2. Program of Work*.

The **Intent*** form asks for a listing of the names of the Qualifying Examination Committee members and the dates, times, and locations scheduled for the Written and Oral Exams. The **Program of Work*** form, a listing of courses taken and following the guidelines of the student's program area, is to be completed by **typing**.

Both the **Intent*** form and a preliminary copy of the **Program of Work*** form, which does not have to be signed by the student's Academic Adviser at this time, should be turned in to the Graduate Coordinator about two to three weeks before the student wants to take the Written Exam.

The Written Exams will be conducted in one of the following ways:

1. In-office Computer Exam (ECE, IT, and LLS areas);
2. A Prospectus and a take-home written exam (CSE area); or
3. A take-home, written exam (BBE, CS, PETE, & SSE areas).

In-office Computer Exam– The student must decide on a four-hour block of time in which to take the written exam. Each time period should be scheduled during normal department office hours, Monday through Friday beginning and ending between 8:00 a.m. and 5:00 p.m. The Graduate Coordinator will reserve the exam room for the written exam.

Take-home Exams – The student must decide on a block of time in which to take their take-home exam. The block of time is specific to the student's program area requirements (see below).

Program Area Specifics

For the Oral Exam, it is the student's responsibility to schedule a two-hour block of time on a date agreeable to all members of the Qualifying Exam Committee. The student should reserve a room through the Graduate Coordinator or the department Administrative Assistant in SZB 406. It is advisable to schedule the oral exam approximately two to three weeks after the written examination. The lapse of time between the written and oral examinations allows the Graduate Coordinator opportunity to duplicate the examination and the committee time to review the written responses.

Step 3:

Once the student has turned in their *Intent** form and a preliminary copy of their *Program of Work (POW)**, the Graduate Coordinator will send to the members of the Qualifying Examination Committee a memo officially appointing them, a call for questions, and a copy of the student's Program of Work*.

Written Exam - Each committee member will be asked to write and submit one question to the chair of the committee. The chair will then include his/her question, and hand the final version of the written examination to the Graduate Coordinator at least three working days before the exam.

Oral Exam - The two-hour *Oral Examination* will be conducted by the student's Qualifying Examination Committee and open to any additional readers of the examination who have interest in the student's performance. It is expected that the written examination will serve as the basis for the oral exam.

Program Area Specifics

NOTE: Students are responsible for making sure that the Graduate Coordinator has the questions for each part of the exam in sufficient time. Students will be sent a copy of the call for questions.

Step 4:

Sit-down, Computer Exams – On the day of the exam, the student will go first to SZB 406. The Graduate Coordinator will escort the student to the examination room where a choice of computer will be provided (Windows or Macintosh). A dictionary, thesaurus, paper, and writing utensils will also be provided. The Graduate Coordinator will note the time at which the student begins the exam and will return to collect the student and his/her exam answers at the end of the four-hour period. The student is not required to use the entire four-hour period if s/he finishes early.

Take-home Exams – On the beginning day of the exam, the Graduate Coordinator will email the exam questions, in an electronic format (Word), to the student by 12 p.m. (noon). By 12 p.m. (noon) on the final day of the exam, the student will email his/her exam answers to the Graduate Coordinator in the same electronic format (Word). It is the student's responsibility to make sure the Graduate Coordinator successfully receives his/her exam answers by the required day/time.

Program Area Specifics

Step 5:

After the student completes the written examination, the Graduate Coordinator will duplicate the questions and responses. The Graduate Coordinator will then send a reminder memo of the scheduled Oral Exam, a copy of the entire examination and the student's Program of Work* to each committee member and to the student.

Evaluating the Qualifying Examinations

The written Qualifying Examination will be read and evaluated by the Qualifying Examination Committee, who will be asked to judge the adequacy of the student's written answers. Any faculty member is welcome to attend any student's Oral Defense.

Decisions

A decision to pass the student on both the Written and Oral Exams means the student will be recommended to advance to candidacy.

A decision to pass with conditions means the student will be allowed to advance to candidacy as soon as specified conditions are met. The imposition of these conditions is intended to help the student strengthen possible areas that are of concern to the faculty (e.g., additional research coursework, additional involvement in research projects, additional courses in content areas). The Qualifying Examination Committee Chair is usually responsible for monitoring student work on the conditions set.

A decision to fail will carry the recommendation that the student be dropped from the program or that the student retake one or more parts of the Qualifying Examination. In the case of a recommendation to redo, the student will be given specific suggestions on how to strengthen areas of weakness.

Program Area Specifics

* **Please Note:** All forms related to the Review and Qualifying Exam processes should be downloaded from the department website at <http://www.edb.utexas.edu/education/departments/ci/studentinfo/cstudents/grad/degrees/phd/>
Rev: 1/25/10

Reporting Procedures

A student is told following the Oral Exam whether s/he is being recommended for advancement to candidacy without conditions, advancement with conditions, asked to retake the examination in total or in part (written and/or oral), or dropped from the program. One retake is permitted according to the Graduate Studies Committee policy.

The results of the student's exams are recorded on the Doctoral Qualifying Examination Record, which is signed by all committee members who are present at the oral exam. The Committee Chair will turn in the Examination Record to the C&I Graduate Adviser's office.

Program Area Specifics

The student must turn in their final Program of Work*, signed by their Academic Adviser, if s/he passes his/her Qualifying Exams.

The C&I Graduate Studies Committee will vote on the recommendation when the student is recommended for advancement to candidacy.

The C&I Graduate Coordinator will then notify the student of the results and guide the preparation and submission of candidacy papers. The candidacy process is outlined in the After the Qualifying Exam Guide*, which is accessible from the department web site (see footnote).

* **Please Note:** All forms related to the Review and Qualifying Exam processes should be downloaded from the department website at <http://www.edb.utexas.edu/education/departments/ci/studentinfo/cstudents/grad/degrees/phd/>

Qualifying Exam Procedures (Students first enrolled prior to Fall 2009)

When a student has completed the First and Mid-Program Reviews and during the semester prior to the completion of all coursework, he or she is eligible to schedule the Qualifying Examination. The planning for the examination is done with the chairperson of the student's Qualifying Examination Committee. The student, in conjunction with the faculty members selected for the committee, will set the dates for the Comprehensive and Specialization Examinations (Parts A and B) at the convenience of faculty and student. The exams will be scheduled through the C&I Graduate Office. See the Description of the Qualifying Examination Components section for an explanation of each part. The Oral Examination (Part C) will be scheduled by the chair, committee members, and the student.

Qualifying Examination Committee Constituency

The Qualifying Examination Committee will consist of a chairperson and at least **four** members with the following stipulations:

1. The chair or one of two co-chairs must be from the student's program area or affiliated faculty;
2. A minimum of three members total of the committee must be a member of the C&I GSC; and
3. One member of the committee must be from another department (out-of-department) or may be from another institution.

The Qualifying Examination Committee need not be the student's Dissertation Committee; however, it is recommended that at least one member of the Qualifying Examination Committee be on the student's Dissertation Committee.

Program Area Specifics

Components of the Qualifying Examination

Qualifying Examinations consist of three parts:

- Part A - *Comprehensive Examination* related to broad knowledge of the subject field;
- Part B - *Specialization Examination* related more specifically to the student's areas of expertise, interest, and research; and
- Part C - A two-hour *Oral Examination* in which the student is expected to elaborate or justify the written examination before the Qualifying Examination Committee.

Program Area Specifics

Description of Examination Components

- Part A - *Comprehensive Examination* will be prepared by the student's Qualifying Examination Committee faculty, representing the knowledge structure of the student's program area;
- Part B - *Specialization Examination* will be prepared expressly in the student's area of interest, expertise, and research by the Qualifying Examination Committee; and
- Part C - The two-hour *Oral Examination* will be conducted by the student's Qualifying Examination Committee and open to any additional readers of the examination who have interest in the student's performance. It is expected that the written examination will serve as the basis for the oral exam.

Program Area Specifics

Scheduling

Students will schedule the Qualifying Examination after they have completed the First and Mid-Program Reviews and during the semester prior to the completion of all course work.

Step 1:

When students are ready to begin their Qualifying Examinations, they should choose the Qualifying Examination Committee which will supervise them through all three parts (A, B, and C). Refer to the previous page for information about selecting Qualifying Exam Committee Members.

NOTE: Because a smooth transition from the Qualifying Exam Committee to the Dissertation Committee is desirable, the Graduate Adviser recommends that as students choose members for the Qualifying Exam Committee, they should bear in mind the requirements for membership on the Dissertation Committee.

Step 2:

When students have secured agreement of _____ faculty members to serve on the Candidacy Committee and are ready to schedule specific writing dates for each part, they complete and submit to the Graduate Coordinator in SZB 406 the following two forms:

1. Intent to Take C&I Doctoral Qualifying Exam*; and
2. Program of Work*.

The **Intent*** form asks for a listing of the names of the Qualifying Examination Committee members and the dates, times, and locations scheduled for Parts A, B, & C. The **Program of Work*** form, a listing of courses taken and following the guidelines of the student's program area, is to be completed by **typing**.

Both the **Intent*** form and a preliminary copy of the **Program of Work*** form, which does not have to be signed by the student's Academic Adviser at this time, should be turned in to the Graduate Coordinator about two to three weeks before the student wants to take Part A.

The Written Exams (Parts A & B) will be conducted in one of the following ways:

1. Separate in-office computer exams [BBE, ECE, IT, and LLS areas];
2. A Prospectus (Part A) and a take-home written (Part B) exam [CSE area]; or
3. A combined take-home written (Parts A & B) exams [CS, PETE, & SSE areas].

* **Please Note:** All forms related to the Review and Qualifying Exam processes should be downloaded from the department website at <http://www.edb.utexas.edu/education/departments/ci/studentinfo/cstudents/grad/degrees/phd/>

In-Office Computer Exams – The student must decide on a four-hour block of time in which to write each part (A & B). Each time period should be scheduled during normal department office hours, Monday through Friday beginning and ending between 8:00 a.m. and 5:00 p.m. The Graduate Coordinator will reserve the exam room for Parts A and B.

Take-home Exams – The student must decide on a block of time in which to take their take-home exam. The block of time is specific to the student's program area requirements (see below).

Program Area Specifics

For the Oral Exam (Part C), it is the student's responsibility to schedule a two-hour block of time on a date agreeable to all members of the Qualifying Exam Committee. The student should reserve a room through the Graduate Coordinator or the department Administrative Assistant in SZB 406. It is advisable to schedule the Part C approximately two to three weeks after the last written examination. The lapse of time between the last written examination and Part C allows the Graduate Coordinator opportunity to duplicate the entire examination and the committee time to review the written responses.

Step 3:

Once the student has turned in their ***Intent**** form and a preliminary copy of their ***Program of Work (POW)****, the Graduate Coordinator will send to the members of the Qualifying Examination Committee a memo officially appointing them, a call for questions, and a copy of the student's Program of Work*.

Part A - The chair of the committee will confer with the committee members to decide on the questions for that part; those questions will be prepared and given to the Graduate Coordinator at least 3 working days before that exam.

Part B - Each committee member will be asked to write and submit one question to the chair of the committee. The chair will then include his/her question, and hand the final version of the Part B examination to the Graduate Coordinator at least three working days before the exam.

Program Area Specifics

* **Please Note:** All forms related to the Review and Qualifying Exam processes should be downloaded from the department website at <http://www.edb.utexas.edu/education/departments/ci/studentinfo/cstudents/grad/degrees/phd/>
Rev: 1/25/10

NOTE: Students are responsible for making sure that the Graduate Coordinator has the questions for each part of the exam in sufficient time. Students will be sent a copy of the call for questions.

Step 4:

In-Office Computer Exams – On the day of the exam, the student will go first to SZB 406. The Graduate Coordinator will escort the student to the examination room where a choice of computer will be provided (Windows or Macintosh). A dictionary, thesaurus, paper, and writing utensils will also be provided. The Graduate Coordinator will note the time at which the student begins the exam and will return to collect the student and his/her exam answers at the end of the four-hour period. The student is not required to use the entire four-hour period if s/he finishes early.

Take-home Exams – On the beginning day of the exam, the Graduate Coordinator will email the exam questions, in an electronic format (Word), to the student by 12 p.m. (noon). By 12 p.m. (noon) on the final day of the exam, the student will email his/her exam answers to the Graduate Coordinator in the same electronic format (Word). It is the student's responsibility to make sure the Graduate Coordinator successfully receives his/her exam answers by the required day/time.

Program Area Specifics

Step 5:

After the student completes the written examinations, the Graduate Coordinator will duplicate the questions and responses. The Graduate Coordinator will then send a reminder memo of the scheduled Oral Exam, a copy of the entire examination and the student's Program of Work* to each committee member and to the student.

Evaluating the Qualifying Examinations

The entire written Qualifying Examination (Parts A and B) will be read and evaluated by the Qualifying Examination Committee, who will be asked to judge the adequacy of the student's written answers. To ensure that the Comprehensive Examination (Part A) is satisfactory to the program area faculty, the student's program area faculty along with selected faculty from related areas will review the Comprehensive Examination. In addition, any faculty member is welcome to attend any student's Oral Defense.

* **Please Note:** All forms related to the Review and Qualifying Exam processes should be downloaded from the department website at <http://www.edb.utexas.edu/education/departments/ci/studentinfo/cstudents/grad/degrees/phd/>

Decisions

A decision to pass the student on both the Comprehensive and Specialization Exams, and the Oral Exam means the student will be recommended to advance to candidacy.

A decision to pass with conditions means the student will be allowed to advance to candidacy as soon as specified conditions are met. The imposition of these conditions is intended to help the student strengthen possible areas that are of concern to the faculty (e.g., additional research coursework, additional involvement in research projects, additional courses in content areas). The Qualifying Examination Committee Chair is usually responsible for monitoring student work on the conditions set.

A decision to fail will carry the recommendation that the student be dropped from the program or that the student retake one or more parts of the Qualifying Examination. In the case of a recommendation to redo, the student will be given specific suggestions on how to strengthen areas of weakness.

Program Area Specifics

Reporting Procedures

A student is told following the Oral Exam whether s/he is being recommended for advancement to candidacy without conditions, advancement with conditions, asked to retake the examination in total or in part (written and/or oral), or dropped from the program. One retake is permitted according to the Graduate Studies Committee policy.

The results of the student's exams are recorded on the Doctoral Qualifying Examination Record, which is signed by all committee members who are present at the oral exam. The Committee Chair will turn in the Examination Record to the C&I Graduate Adviser's office.

The student must turn in their final Program of Work*, signed by their Academic Adviser, if s/he passes his/her Qualifying Exams.

The C&I Graduate Studies Committee will vote on the recommendation when the student is recommended for advancement to candidacy.

The C&I Graduate Coordinator will then notify the student of the results and guide the preparation and submission of candidacy papers. The candidacy process is outlined in the After the Qualifying Exam Guide*, which is accessible from the department web site (see footnote).

* **Please Note:** All forms related to the Review and Qualifying Exam processes should be downloaded from the department website at <http://www.edb.utexas.edu/education/departments/ci/studentinfo/cstudents/grad/degrees/phd/>