

**INSTRUCTIONS FOR CHAIRPERSON OF
DOCTORAL QUALIFYING COMMITTEE**

(To be communicated by the Chairperson to Committee Members
before the examination is held.)

Upon the recommendation of the program chairperson or graduate advisor, doctoral qualifying committees are appointed by and are responsible to the Graduate Council through the Dean of the Graduate Division. The doctoral qualifying committee is charged with examining the student's knowledge of the general field of study as well as the related fields and areas of special interest, and with substantiating the adequacy of the student's preparation and qualifications to be advanced to candidacy for the doctorate.

The examinations are written as well as oral. At the discretion of the committee, the written portion may be given as one examination or in several parts and may be administered by the department or the graduate group. However, the oral examination must be conducted and reported by the student's qualifying committee under the following conditions:

- The oral examination must be administered in its entirety on one date. This date is to be communicated in writing to the Graduate Division at least two weeks (preferably one month) before the examination. Any changes in this date or the composition of this committee must be communicated in writing to the Graduate Division not less than 24 hours before the oral examination is held.
- All Members of the qualifying committee must be physically present for the entire oral examination period as well as the entire deliberation period.
- The qualifying oral examination is not open to the general public but members of the Academic Senate may attend.
- There are no conditional passes.

The findings of the committee must be reported within 48 hours to the Graduate Council through the Graduate Division on Ph.D. Form 3, "Report of Qualifying Examination". An unanimous committee report for or against approval will be accepted for the Graduate Council by the Dean of the Graduate Division.

If a student has failed the qualifying examination, the committee should make a recommendation for or against a second examination, ordinarily not to be given until at least three months have elapsed. The date of the second oral examination should be communicated to the Graduate Division in writing at least two weeks prior to its occurrence. **A third examination is not permitted.**

If there is a divided vote, the committee shall first make every effort to arrive at unanimity. Failing unanimity, a committee report that contains only one negative vote will be deemed a pass; a committee report that contains two or more negative votes will be considered a failure. When the vote is split, the committee or any member of the committee may petition (in writing) the Graduate Council to consider a reversal of the judgment. In that event, the Administrative Committee of the Graduate Council will make the final determination whether the student has passed. In such cases no statement shall be made to the student regarding passing or failing the examination until the final determination has been made. The student shall be informed within 48 hours that the vote is split and the final determination will be made by the Graduate Council.