Instructions for Scheduling the Oral Qualifying Exam (Quals)

1. Submit a typed Doctoral Committee Nomination form (note that you must leave the language requirement entry blank) and a one-page abstract of your prospectus. Please send the form to the EE Office of Graduate Student Affairs at least three weeks in advance. Also note that any days that the University is closed will not count toward the time that the form is submitted in advance.

2. Ensure that you have taken all courses on your PhD Program of Study. If there have been any changes since you submitted your last PhD Program of Study, please be sure to submit an updated one. If you have not taken either EE 297 or EE 295, you must submit a Student Petition to our office in order to take your Quals before taking either of these courses.

3. Reserve a room with the Chairs Assistant (58-121 Engr. IV). The Chair’s Assistant can be contacted by email at eechair@seas.ucla.edu or by telephone at 310-825-2647.

4. At least two weeks before your exam, send your doctoral committee a copy of your prospectus. Although the drafts of the prospectus are generally several pages long, there is no mandatory page limit or format.

5. Send an email to ee_exam@seas.ucla.edu with the following information:

   Name:
   UID:
   Faculty Advisor:
   Date of qual exam:
   Time of the exam:
   Location of the exam:
   Title of your prospectus:

6. After the Graduate Division approves of your Doctoral Committee, and at least one week before your exam, you will receive a confirmation from our office stating that your exam documents have been prepared. Please contact the EE Office of Graduate Student Affairs if you have any questions.