Request to Take the PhD Qualifying Examination

When signed by all parties, this form indicates approval to sit for the qualifying examination. Present the completed form to the dean’s office at least 30 days prior to the first day of the exam. The original form is to be kept in the department and a signed copy provided to the student.

Student Name: ___________________________________________  Student I.D.#________________________

Last Name: __________________________  First Name: __________________________

Phone: ___________________  E-mail: __________________________  School: __________________________

Major: __________________________  POST Code: _________

I request permission to take the Qualifying Examination as administered by my Qualifying Exam Committee in ____________ semester of 20____. I understand that both written and oral parts of the Qualifying Examination must be taken on the USC Campus.

Signature: __________________________  Date: __________________________

The department or program verifies that the student has satisfactorily completed all pre-Qualifying Examination requirements:

GPA: _______ (minimum of 3.0)  Units: ________ (minimum of 24 units in residence)

Committee Chair: __________________________  Signature: __________________________  Date: __________________________

Director/Department Chair: __________________________  Signature: __________________________  Date: __________________________

Dean: __________________________  Signature: __________________________  Date: __________________________

Students who have completed all coursework for the PhD and who are not otherwise enrolled during the semester in which the Qualifying Examination is to be taken enroll in GRSC 800: Studies for Qualifying Examination. D-clearance for GRSC 800 can be obtained by calling the Graduate School at 213-740-9033.

Students may not enroll in 794A until the semester after having passed the Qualifying Examination. However, if a student passes the Qualifying Examination prior to the Add/Drop date of a given semester, then s/he registers for 794A in that semester.