

USC Graduate School

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: _____ USC ID Number: _____
Last First

Phone: _____ Email: _____

Program: _____ Post Code: _____

I request permission to take the Qualifying Examination 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.

Student Signature: _____ Date: _____

The department or program verifies that the student has satisfactorily completed all pre-Qualifying Examination requirements: GPA: _____ (minimum 3.0) Units: _____ (minimum of 24 units in residence)

	Printed Name	Signature	Date
Committee Chair	_____	_____	_____
Program Chair	_____	_____	_____
Dean (if necessary)	_____	_____	_____

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 call 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.