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.