

Graduate Degree Exam Process Flow Char - Ph.D. Students

Grad. Student

Department

Registrar

Register for Graduate Degree Exam on Academic Info System (two weeks prior to oral exam)

- Oral Exam Prep. :
1. Ph.D. Exam App. Form
 2. Professor's Recommendation
 3. Chinese Version of Transcript
 4. Other documents (i.e. English Proficiency Scores)

Contractors/Transactors: Maintains all relevant info. pertaining to the interviewee

Reviewers record results in the system (the system will notify the graduate students and the Registrar via mail)

Disagree
Resend Rejection

Agree

- Department Prep. :
1. Ph.D. Exam Application Form
 2. Chinese Version of Transcript
 3. Name list of committee members

Registration Review (the system will mail notifications within 3 working days)

Disagree
Tell the dept. to cancel thesis defense (by phone)

Agree

- Pre-Oral Exam Prep. :
1. Appointment Letter
 2. Committee Approval Letter
 3. Interview Score Report
 4. Thesis Evaluation Form

Thesis Defense

Complete Thesis Defense

Submit transcript and related document to the Division of Registration

- Department Prep. :
1. Copy of Reviewer Validation
 2. Original copy of each Reviewer's Score Sheet
 3. Thesis Evaluation Form

Registrar records grades

Fail

Pass

Complete Graduation Application

Students who have not reached the max study semester may retake the exam only once

1. Students who reached the max study semester limit
2. Students who failed the qualifying exams twice

Get Diploma from Registrar by the end of the month

School withdrawal process