

	DATE ISSUE <b>02/23/2021</b>	REVISION <b>5.1</b>	PAGE <b>1-2</b>
MSE ACADEMIC POLICIES AND PROCEDURES	SUBJECT <b>PhD Qualifying Examination</b>		
Approved by faculty on date via on-line vote (10 yes, 0 no, 0 abstain)			
<p><b>GENERAL POLICY</b></p> <p>Graduate students seeking the Ph.D. degree in Materials Science and Engineering (MSE) must pass the Qualifying Examination according to the following procedures for admission to candidacy. Any deviation from following this policy requires approval by the Qualifying Examination Committee.</p> <p><b>PROCEDURE</b></p> <ol style="list-style-type: none"> <li>1. The Qualifying Examination (QE) consists of four sections, split into Fall and Spring components. The Fall exam, given in January, consists of two sections which cover subjects from the Fall core courses (Quantum Mechanics for Materials Scientists, and Thermodynamics of Materials). The Spring exam consists of two sections which cover subjects from the Spring core courses (Materials Characterization, and Electronic, Optical, and Magnetic Materials), and is given in June. Each QE section will be given once per year. The course schedule is subject to change.</li> <li>2. Students entering as MSE Ph.D. students must take the QE at the first opportunity after they join the Program, and should complete the examination process within the first 2 years of matriculation. It is expected that students have taken the corresponding core classes in the semester immediately preceding each exam. Students will take the QE regardless of their core course grades (i.e. no minimum core GPA requirements; see also Core Course Grade Requirement Policy). An unexcused absence from an examination will result in a failing grade and a deduction in the number of attempts permitted.</li> <li>3. Students who transfer credits for any core course(s) must take the QE section(s) associated with said course(s) at the first available chance after the credits are accepted.</li> <li>4. Students must pass all four exam sections within two attempts to proceed to Ph.D. candidacy (see the UT Dallas Policy on Procedures for Completing a Graduate Degree - UTDPP1052: <a href="http://policy.utdallas.edu/utdpp1052">http://policy.utdallas.edu/utdpp1052</a>). If any section is failed, that section must be re-taken at the first opportunity; only one re-take of each section is allowed. Note: Continued financial support for students is subject to the advisor's policy and can be withdrawn for poor academic and/or qualifier performance.</li> <li>5. Students entering as M.S. students who intend to transfer to the Ph.D. program are strongly encouraged to attempt the QE as soon as they complete the corresponding course. All M.S. students must consult with, <b>and obtain written permission from</b>, the course instructors and their research advisor or Graduate Director in order to <b>sign up</b></li> </ol>			

**and commit** to take the QE. QE attempts taken as M.S. students will be counted towards the limit of two attempts. An unexcused absence from an examination will result in a failing grade and a deduction in the number of attempts permitted.

#### WAIVERS

1. A student can be waived from a particular section of the Qualifying Exam for receiving a final grade of "A" in the corresponding core course. The student and advisor will be notified once the waiver is granted. A MS student who took the course and received an "A" grade and later enters the PhD program must request waiver from the QE committee for the specific section(s) of the QE.
2. A student can also apply for a waiver to the Chair of the Qualifying Exam Committee by providing evidence of passing a prior qualifying exam acceptable to the Department. This waiver application must normally be submitted at least one semester prior to the exam.