

DOCTORAL DEGREE PROCEDURES

CIVIL AND ENVIRONMENTAL ENGINEERING

A doctoral degree is by nature and tradition the highest certificate of membership in the academic community. As such, it is meant to indicate the presence of superior qualities of mind and intellectual interests of high attainments in a chosen field.

QUALIFYING EXAM

Purpose The purpose of the Qualifying Exam is to give students an opportunity to demonstrate their capacity to undertake doctoral level work in the selected field of study. The exam will be focused primarily on the content of the coursework taken by the student, knowledge of the field, and will be designed to ascertain how well the student is able to integrate the various topics represented in these courses. The exam consists of a written and an oral part. Both must be passed, but the oral part can be attempted only after the written part has been passed

Timing The Qualifying Exam will normally be given at times determined by the Program leader. Program faculty will coordinate, schedule, and conduct the exam. Not taking the Qualifying Exam after three quarters of full-time study at the UW will result in an "unsatisfactory progress" warning.

Prerequisites Students must have completed a Master's degree before taking the Qualifying Exam. The exam should be taken one or two quarters after completion of the master's degree. (One quarter for our continuing students and two for students from another institution). Students must have a UW GPA of 3.5 in courses applicable to their degree within the CEE Department. If a student's UW GPA is less than 3.5 after three quarters and the Qualifying Exam has not yet been taken, it cannot be taken and the possibility of Ph.D. candidacy is terminated.

Qualifying Exam Committee Each student will have a Qualifying Exam Committee composed of at least three faculty, with two members from their general disciplinary area, as designated by the student's advisor. The advisor will meet with the student prior to the exam to ascertain material appropriate for testing.

Written Examination The student's Qualifying Exam Committee will prepare several questions to test the student's ability to reason, understanding of a body of engineering knowledge relevant to the student's interests, mathematical and statistical skills, and comprehension of general background material as demonstrated through problem-solving ability. The student will be expected to respond to questions within a time period specified by the committee.

The committee will meet to evaluate the student's performance on the written portion of the exam. An overall grade of pass, fail or retake will be given to the student. Only one retake of the written exam, with the consent of the Program faculty will be permitted. It must be taken at the next available written/oral examination time.

Oral Examination Those students passing the written portion of the exam will be scheduled for an oral exam, where they will be expected to respond to the faculty evaluation of their written responses as well as other questions the faculty may wish to ask.

The oral portion of the exam shall be conducted by the student's Qualifying Exam Committee. The oral exam shall be graded pass, fail or retake. And again, only one retake will be permitted, with the consent of the Program faculty. It must be taken at the next available examination time.

Summary Report The student's Qualifying Exam Committee will prepare a summary report of the written and oral portions of the exam. The report will include a discussion of the student's strengths and weaknesses, a description of the courses that the committee thinks the student should take, and other constructive advice that may come out of the evaluation process. The result of the exam as well as the report should be communicated to the student and the Graduate Advising Office.

SUPERVISORY COMMITTEE

The appointment of a doctoral supervisory committee indicates that the Graduate Faculty in the student's field find his/her background and achievement a sufficient basis for admission into a program of doctoral study and research. (Students are not admitted directly into a doctoral program when they are admitted to The Graduate School.)

The following rules are from the Graduate School and are important for you to be aware of. If you want to confirm that you are within the correct time-frame for submitting forms, contact the Graduate Advising Office. A graduate student is not an official doctoral student until a Supervisory Committee has been officially submitted to the Dean of the Graduate School after the student has passed the Qualifying Exam.

*The doctoral supervisory committee should be established **at least four months before the request for the General Examination** is submitted to The Graduate School.*

Appointing the Doctoral Supervisory Committee

The doctoral supervisory committee consists of a minimum of four members, at least three of whom (including the Chair and the GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. A majority of the members must be members of the Graduate Faculty. The GSR must be a productive scholar in his or her own research area that may differ from that of the student's dissertation project. The remaining members must be identified by the student's appointing department or program as productive scholars in the student's major field and/or subfields. The Chair(s) of a committee must be able and willing to assume principal responsibility for advising the student. In addition, the Chair(s) should have adequate time available for this work and should expect to be accessible to the student. Emeritus/a faculty may serve as a Chair if the above conditions are met. Co-Chairs may be appointed when both serve with equal importance on a student's supervisory committee and equally share the responsibility for the student's progress. Affiliate faculty may serve as a Chair if they meet the above conditions and either of the following conditions is met: 1) the committee includes a co-chair who is a non-affiliate Graduate Faculty member or 2) the committee includes two non-affiliate members of the Graduate Faculty with an endorsement to Chair from the program offering the student's degree.

The GSR represents the broad concerns of The Graduate School with respect to high standards of scholarly performance, ensuring that the student's mastery of the subject matter is broad and comprehensive. The GSR is a voting member of the committee and must attest to the validity of examinations, must indicate approval of the process by which examinations are conducted, must ensure that the student is treated in an unbiased manner, and must represent The Graduate School in ensuring university-wide standards of scholarly performance.

As with all doctoral supervisory committee members, the GSR must be a member of the Graduate Faculty with an endorsement to Chair. Faculty members with primary, joint, adjunct, or affiliate appointments in the student's degree-offering unit or the committee chair's department are not eligible to serve as the GSR. It is vital that the appearance of conflict of interest in the selection of the GSR be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair are examples of possible conflicts of interest. The GSR is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request.

For GSR roles and responsibilities, see: <http://www.grad.washington.edu/stsv/doccommroles.htm>.

The student should arrange to introduce themselves to the assigned Graduate School Representative (GSR).

When the Supervisory Committee members have been agreed upon, provide the list of names to the Graduate Advising Office who will then submit the committee to the Graduation School. Upon approval of the committee, the student's classification is changed to "pre-candidate."

GENERAL EXAM

The Graduate School rules require completion of 60 credits prior to scheduling the General Examination.

The required 60 credits must include:

- at least 18 credits of coursework at the 500 level and above.
- numerical grades in at least 18 quarter credits of course work taken at the University of Washington in 400 level courses accepted as part of the major and all 500 level courses, prior to scheduling the General Exam. (The 18 numerically graded credits may overlap with the 18 credits of 500 level and above.)

A master's degree from the UW or another accredited institution may be used as a substitute for 30 of the 60 credits. Unless the master's degree is from the CEE department at UW, those credits apply to the total credit count only, rather than to specific courses, and do not count toward the 18 credits of numerically graded credits at the 500 level and above. If the master's degree is from this department, more than 30 credits may be allowed and counted toward the requirements listed above.

Note: CEE 800 credits do not count toward the 60 credits needed for the General Exam.

*The General Exam should be scheduled **at least four months after the official establishment of the Supervisory Committee.***

The student submits to the CEE Advising Office the exam date, time, requested location, proposed dissertation topic and a brief abstract. The student submits the **Request For General Exam** form (<http://www.grad.washington.edu/forms/genexam.pdf>) to the Graduate School **at least three weeks prior to the scheduled examination date**. The form must be signed by all members of your Supervisory Committee, including the GSR, and returned to the Graduate Advising Office before submission to the Graduate School. E-mail and/or faxed signatures, if attached to the request form, are acceptable.

The student's transcript is evaluated by Graduate School to insure that requirements have been met. If there is a problem or question with an evaluation, the department will be notified.

The General Examination Warrant is issued to the Graduate Advising Office on Tuesday of the week before the scheduled examination.

The Graduate Advising Office will send an email announcement regarding the General Exam to all CEE faculty and graduate students about one week prior to the examination date.

Normally the General Exam consists of the presentation of the student dissertation proposal and a defense of that proposal. Copies of the proposal should be distributed to the Supervisory Committee members at least two weeks before the exam.

In order to have a quorum at the exam, the Supervisory Committee Chair, the GSR and two other committee members must be present. For more information, see Graduate School Memorandum #13.

Candidacy is awarded upon receipt of the completed Warrant by the Graduate School. The signed Warrant must be returned no later than the last day of the quarter in which the student is to receive Candidacy. (The evaluation form from the GSR must also be returned to the Graduate School by this deadline).

The student will be sent a Candidate Certificate from the UW Office of Graduate and Academic Records at the end of the following quarter (approximately three months after Candidacy is conferred.)

Registration is required the same quarter the General Examination is taken.

For the UW Policy and Style Manual for Thesis and Dissertations, please go to:
<http://www.grad.washington.edu/stsv/stylman/00stylman.htm>

READING COMMITTEE

As you near completion of your dissertation, and before scheduling the Final Examination, a Reading Committee is selected to read and report on the dissertation. Select three to four members from your Supervisory Committee and provide the names to the CEE Graduate Advising Office. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The Graduate Advising Office will transmit the information to the Graduate School. The reading committee is appointed to read and approve the dissertation. (Generally, the GSR is not a member of the Reading Committee.)

When the Reading Committee has read a draft of the entire dissertation and the members of the doctoral supervisory committee agree that the Candidate is prepared to take the Final Examination, all members of the doctoral supervisory committee must sign the Request for Final Examination form.

FINAL EXAMINATION

The Final Examination is the defense of the dissertation. There should be only minor changes in the dissertation at this time. The Final Exam cannot be scheduled the same quarter as the General Exam.

A Final Examination may be scheduled if: (a) a student passed a General Examination in a **previous** quarter; (b) a reading committee is officially established with the Graduate School and; (c) a reading committee has read an entire draft of a dissertation and voting members of a supervisory committee agree that a candidate is prepared to take a Final Examination.

*The Request for Final Examination (<http://www.grad.washington.edu/forms/finexam.pdf>) must be received by the Graduate School (G-1 Communications) **three weeks before the scheduled examination date**. This form must be signed by the Supervisory Committee, including the Graduate School Representative, giving the day, date, time, location and dissertation title. E-mail and/or faxed signatures, if attached to the request form, are acceptable. Please provide a copy of the completed form to the Advising Office before it is submitted to the Graduate School. The CEE Advising Office will make room and equipment reservations.*

The Graduate Advising Office will send an email notice of the Final Examination including a brief abstract to all CEE faculty and graduate students about one week before the examination date.

At least four members of a supervisory committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at an examination.

After the Final Examination, the signed Warrant is submitted to the Graduate School by the last day of the quarter (finals week). Please provide a copy of the signed Warrant to the Graduate Advising Office (for your file) before the Warrant is submitted to the Graduate School.

Following the Final Examination, the candidate has 60 days in which to submit a dissertation to the Graduate School. Registration as a graduate student is required the quarter that a Final Examination is taken **and** the quarter the dissertation is submitted and the degree is conferred even if the 60 day time period has not yet expired. If the 60 day time period expires, another Final Examination may be required. If you miss the end of the quarter deadline, it may be possible to submit your dissertation the following quarter without registering for credits by paying the \$250 Graduate Degree Late Fee. Consult the Graduate School website for eligibility requirements (<http://www.grad.washington.edu/area/degreelatefee.html>).

Please obtain a Final Check-Out Form from the CEE Graduate Advising Office prior to your departure.