

PRELIMINARY EXAM Instructions

The preliminary exam committee consists of 5 faculty members. A Committee Recommendation Form must be submitted to the Graduate College three weeks prior to the exam. Please visit: <http://grad.uic.edu/graduate-student-forms> to obtain a copy of the form. The committee must be approved by the Graduate College on the recommendation of the student's department or program. Specific requirements for the committee include:

- at least 3 CME faculty, full members.
- Chairperson of the committee must be a full member of the UIC Graduate College faculty.
- It is recommended at least one faculty must come from outside of the CME department or UIC. CV may be required.
- At least 2 faculty must be tenured.
- preferably, the preliminary exam committee will remain the same and become the final dissertation defense committee

The Examination Report Form must be completed, signed, and dated by your committee, then submitted to the Graduate Program Coordinator and the Graduate College within two business days of your preliminary exam. The committee vote is "pass" or "fail." A candidate cannot be passed if more than one vote of "fail" is reported.

Program code for the Civil Engineering program is *20FS0106PHD*.

Program code for the Materials Engineering program is *20FS1434PHD*

Changes to the committee may be requested before the exam occurs using the Request for [Change in Thesis Title/Committee Member\(s\) Form](#).

Registration Requirements

- Student must be registered for credit the term when they take the preliminary exam. Students must register for the summer term if taking the preliminary exam during that term.
- Students must be in good academic standing.
- Following the preliminary exam, students must register each semester (excluding summer) until successfully defending the dissertation.

The preliminary exam must be one year prior to the dissertation defense. Students who plan to defend their dissertation before a year has elapsed must submit a Graduate Student Petition requesting an exemption from the one-year minimum requirement.

Examination Report Form

After the Graduate College approves your Committee Recommendation Form they will send the Examination Report Form and a cover letter to the department. The GPC will e-mail you that it is ready to be picked up from the GPC office. It is the student's responsibility to notify each committee member of the request to serve as a member of the committee.

The Examination Report Form must note the date of the preliminary exam and be signed by each member of the committee with the grade of "pass" or "fail" marked. A candidate cannot be passed if more than one vote of "fail" is reported. If the result was "pass with conditions," the exact conditions and time-frame to complete the conditions must be specified and the chairperson must notify the Graduate College in writing as soon as the conditions have been completed.

The completed Examination Report Form needs to be submitted to the GPC as soon as possible so it can be submitted to the Graduate College within two business days following the examination.

PRELIMINARY EXAM TIMELINE

Prior to Preliminary Exam At least two months prior to exam

- Consult with research advisor regarding anticipated date of prelim and committee composition
- Confirm registration in coursework and/or thesis research for semester of prelim
- Contact potential committee members regarding availability
- Coordinate with committee members for date/time when all members are available

At least three weeks prior to exam

- Complete the [Committee Recommendation Form](#) and submit to GPC
- Reserve a room (contact the GPC when requesting the CME library or 1047 ERF)

One week prior to exam

- Provide copies of the research proposal to each member of the committee if requested.
- (Day of Exam) Pick up the Examination Report Form from the GPC.

Following the Preliminary Exam Immediately

- Confirm that every committee member has signed the Examination Report Form and marked their grade ("Pass" or "Fail") on the form

- Make sure the chairperson indicates the Examination Date and any conditions that may have been made by the committee
- Submit the White and Pink copies of the form to the Graduate Program Coordinator within two business days of the exam

Few weeks

- Graduate College will confirm passing of prelim and send doctoral candidacy letter to the Bioengineering department
- Once candidacy letter is received by the GPC, student can submit and order form for PhD Candidate business cards (offered by the COE)

Registration

- Register for each semester (excluding summer unless planning to defend summer term) after passing prelim until successfully defending the dissertation.
- Dissertation defense should be at least a year after the prelim. Otherwise, a petition will need to be submitted to the Graduate College.
- If all coursework and research hours are complete and no assistantship/fellowship/tuition waiver is applied then students can petition for zero hour registration Option A or B using a Graduate Student Petition