

# Cognitive and Information Sciences (CIS)

## Advancement to Candidacy for Ph.D.

### 1 Complete All Required Core Courses & Program Requirements

Connect with SSHA Graduate Coordinator to review course completion and program requirements:

- First and Second research paper & presentation
- Integrative Review Paper (IRP)
- Dissertation Proposal
- Oral Candidacy Exam
- Technical Seminar

Refer to the [CIS Graduate Policies and Procedures Handbook](#) for courses and degree requirements.

### 2 Submit Application for Qualifying Exam (AQE) Form to Graduate Division

Submit the complete application form to Graduate Division, **at least 30 days prior** to the agreed upon qualifying examination date with your committee.

**Website:** [Application for Qualifying Exam \(AQE\) Form](#)

**Email the form to:** [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)

**CC:** [ssha.grad@ucmerced.edu](mailto:ssha.grad@ucmerced.edu) & [jclear3@ucmerced.edu](mailto:jclear3@ucmerced.edu)

### 3 Submit Qualifying Examination Report (QER) to Graduate Division

Submit the completed form **within 30 days after** the exam date. Regardless of results, the QER **MUST** be submitted to Graduate Services.

**Website:** [Qualifying Examination Report \(QER\)](#)

**Email the form to:** [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)

**CC:** [ssha.grad@ucmerced.edu](mailto:ssha.grad@ucmerced.edu) & [jclear3@ucmerced.edu](mailto:jclear3@ucmerced.edu)

### 4 Review Your MyDegree Path

Visit MyDegree Path to review your degree audit. All course requirements and program requirements should be satisfied, excluding dissertation.

Connect with your graduate services coordinator if your degree audit has not been cleared and satisfied.

Email [ssha.grad@ucmerced.edu](mailto:ssha.grad@ucmerced.edu) & [jclear3@ucmerced.edu](mailto:jclear3@ucmerced.edu)

### 5 Complete Ph.D. Candidacy Webform Link

Graduate Division will notify the graduate student once the QER form is processed and to move forward with the Ph.D. candidacy webform link.

**Website:** <https://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publications>

\*CIS Ph.D. students will select the Master Along the Way (MAW) box field, if interested in doing MAW.\*

### 6 Committee Members and Graduate Chair approve electronically in OnBase

After the Ph.D. candidacy web form is submitted, graduate students should communicate with all members of the committee, graduate advisor, and graduate chair to ensure web form is reviewed and moved through the approval workflow.

**Advancement to Candidacy Approval Workflow:**

[https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/PDFs/advancement\\_to\\_candidacy\\_approval\\_flow.pdf](https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/PDFs/advancement_to_candidacy_approval_flow.pdf)

### 7 Graduate Dean Approval

Graduate students will be notified by Graduate Division once their Ph.D. candidacy has been approved and processed.

**\*If Masters Along the Way is selected, additional steps and processing time are required. Contact the CIS Graduate Coordinator or [ssha.grad@ucmerced.edu](mailto:ssha.grad@ucmerced.edu) for additional information\***