

Interdisciplinary Humanities (IH) Advancement to Candidacy for Ph.D.

1 Complete All Required Core Courses & Program Requirements

Refer to the Interdisciplinary Humanities graduate policies and procedures handbook for courses and degree requirements.

Website: <https://graduatedivision.ucmerced.edu/academic-studies>

2 Complete Language and Skills Examination

Submit the completed form to IHGG.

Website: [Language/Skill Examination Form](#)

Submit the form to IHGG: <https://ih.ucmerced.edu/form/submit-ihgg-form>

***To request the Language Exam to be waived, you must submit the IH General Petition to IHGG.**

Website: [General Petition](#)

Submit the form to IHGG: <https://ih.ucmerced.edu/form/submit-ihgg-form>

3 Select a Dissertation and Qualifying Examination Committee

Committee must have **4** members.

Three (3) must be from IH faculty.

Refer the Interdisciplinary Humanities IHGG Forms and Document webpage

Website: <https://ih.ucmerced.edu/forms-and-documents/forms-documents>

4 Submit the IH Constitution of Committee form

Refer the Interdisciplinary Humanities forms and documents

Website: [Constitution of Committee Form](#)

Submit the form to [IHGG:https://ih.ucmerced.edu/form/submit-ihgg-form](https://ih.ucmerced.edu/form/submit-ihgg-form)

5 Develop Reading Lists

Reading lists are developed in consultation with your chair and committee members

6 Write Area Papers

Two or Three Area Papers are required. Consult with your chair and committee to determine the number of papers you will write.

7 Draft Dissertation Prospectus

Students are required to write a dissertation prospectus of about 10 pages. The dissertation prospectus defense follows the qualifying exam.

8 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

CC: ssha.grad@ucmerced.edu & jclear3@ucmerced.edu

Interdisciplinary Humanities (IH) Advancement to Candidacy for Ph.D.

9

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

CC: ssha.grad@ucmerced.edu & jclear3@ucmerced.edu

10

Defend Dissertation Prospectus

Consult with your chair and committee to determine a date

11

Submit the IH Dissertation Prospectus Reporting Form

Refer the Interdisciplinary Humanities forms and documents

Website: [Dissertation Prospectus Reporting Form](#)

Submit the form to IHGG: <https://ih.ucmerced.edu/form/submit-ihgg-form>

12

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>

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

13

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 & jclear3@ucmerced.edu

14

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

15

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 IH Graduate Coordinator or ssha.grad@ucmerced.edu for additional information

