

ADVANCING TO CANDIDACY

Students who have completed all requirements except the dissertation and who have passed the Doctoral Oral Qualifying Exam are Doctoral Candidates and have earned the C.Phil. degree; they are a "Candidate in Philosophy" (also known as "ABD," which is short for "all but dissertation"). This examination may occur in spring quarter of the third year, **but at the latest it must occur by November 15 of fall quarter of the fourth year.**

Earning the C.Phil degree, and so "advancing to candidacy," requires, in addition to the completion of all degree requirements except the dissertation, a certain amount of paperwork (and a fee – the department provides the student with an additional stipend to cover this). This document explains that paperwork.

Coursework Completed

Assuming that you have in fact completed all your degree requirements, except the dissertation and the oral exam, you must **make sure that this fact is documented with the department, with the registrar, and with the Division of Graduate Education.**

To this end, review the degree requirements, your transcript, and/or your Degree Progress Report, to ensure that your coursework is both complete and recorded as such. Pay particular attention to any requirements you (think you have) satisfied by petition. If in doubt, confirm with the Graduate Advisor(s).

Committee Appointed, officially

As soon as you complete all your coursework (and Preliminary Requirements), you can and should officially "constitute" your committee.

Officially, "Doctoral committees are appointed by the Dean of the Division of Graduate Education, acting for the Graduate Council, upon nomination by the chair of the department or interdepartmental program committee, after consultation with the student. The committee must be appointed prior to holding the oral qualifying examination."

Your committee must be officially constituted by the Dean of the Division of Graduate Education before you take your Doctoral Oral Qualifying Exam.

To start the process, simply approach faculty members to see if they would agree to serve on your committee. Committees are required to have four members, two of whom are tenured. The default is that the four committee members are from the Department, but for the precise rules governing this and the possibility of members from outside UCLA, consult the Standards and Procedures for Graduate Study, here:

<http://www.gdnet.ucla.edu/gasaa/library/spintro.htm>.

Once four people have agreed to serve on your committee and you have completed all your requirements other than the oral exam and the dissertation, the SAO can submit a "Nomination of Doctoral Committee" form on your behalf. To this end, send to the SAO a list containing the names of the relevant faculty, together with their department, institution, and academic rank (Assistant, Associate, or full Professor). Indicate who will chair. You may constitute your committee before you have finalized your proposal or scheduled your exam. **Allow 3 weeks for the processing of this form.**

Doctoral Qualifying Exam Scheduled

All of your committee members must be present at your Doctoral Qualifying Oral Exam. This can be hard to arrange, as people have complex schedules. Finding a time for the outside member can be particularly difficult. As with all such matters, it is easier to schedule the exam well in advance, **two months in advance is not too soon**. Once the exam has been scheduled, **be sure to tell the SAO the date, time, and location**, as the SAO must prepare a form to be signed by your committee at your exam.

Proposal Finalized

A dissertation proposal is the document that you will circulate to your committee before your Doctoral Oral Qualifying Exam. It will be the basis for the discussion that is the exam. Presumably, you have been working on it for some time, in consultation with all members of your committee (most closely with your chair). Well in advance of your exam date, you should **finalize your proposal and distribute it to your committee, providing them with ample time to read it before the exam** (two weeks seems a reasonable *minimum*).