

New for 2016
HCC Qualifier Process

Timeline for HCC Qualifier Exam

Fall Semester

September

Students taking the qualifier are identified. Students that need accommodations must make arrangements through the Office of Disability Services.

Qualifying panels are convened. Their job is to assign committee members for students taking the qualifier exam. This is done with the guidance of the student's advisor. There is a general chair of this process who is a member of the HCC faculty.

Minor changes to the reading list may be made in September. Students are made aware of these changes.

October

Students are assigned faculty committees for their qualifier

In the event that a student is taking the qualifying exam a second time, the chair will attempt to keep the student's committee the same. The one important consideration is if there was an "area" that the student needs to be evaluated during the second attempt. In this case, the chair will add a faculty member of the "area."

Advisor should start discussing advisee's personal reading list.

Spring Semester

January

HCC3 Personal Reading list is compiled as part of the class.

Personal Reading list is due by February 1st

March

Written Qualifier Thursday and Friday before Spring Break

- Thursday: HCC Core (9am-5pm)

HCC General: Answer 2 out of the 4 questions
HCC Specializations: Answer 2 out of the 3 questions
This is a total of **4** questions

-Friday: Personal Question (9am-1pm)

Spring Break exams are graded

Pre-Review of Exams by HCC specialization (HCI, CLC, Soc Comp) the week following spring break

Review of Exam by entire HCC faculty last Wednesday of March. Decisions are made regarding oral presentations.

Portfolio due Tuesday following Spring Break; If it is not in by Wednesday 9 am student will not be allowed to schedule an oral exam.

Oral Qualifier Presentation

Faculty have specified that the oral exam presentation should proceed as follows:

5 min intro

5 min personal question

15 min research presentation

25-55 minute Q & A

Qualifier Outcomes

Passed: written exam shows mastery of material as indicated by faculty evaluation; oral exam shows that the student is able to move on to independent research as evaluated by oral committee members

On the occasion that the committee makes recommendation for “improving” a particular portion of the student’s background (e.g., research methods) the advisor is expected to make sure that the student meets the recommendation.

Fail: if the student fails the written exam then s/he WILL NOT take the oral exam AND retake both the written and oral exam the next year.

June

Major updates to reading list are due the 1st —on odd calendar years (started 2015)