

Mandatory Quals Appeals Process

If a student fails the qualifying exam in his or her second attempt, he or she goes through a mandatory appeals process. Ultimately, this process results in a decision to either designate the student as fully qualified and in good standing in spite of the result of the qualifying exam, or to proceed with the expulsion of the student from the Robotics Ph.D. program.

For exceptional circumstances, the Robotics Ph.D. Committee may make a positive decision to designate a student as fully qualified prior to the full committee meeting. Any outcome that would result in expulsion of a student must be made at a full committee meeting with an agenda comparable to the following **template**.

Agenda Template for Committee Meeting:

- 1) Expected materials from student
 - a) Up-to-date CV
 - b) Written statement (optional)
- 2) Expected attendees
 - a) Student's advisor
 - b) Representative(s) from area(s) of the quals that the student failed
 - c) Quorum of Robotics PhD Committee members (4?)
 - d) The student is not allowed to attend the meeting.
- 3) Record attendance
- 4) The student has the option to provide a written statement to the committee. If the student has provided a written statement, the attendees read the statement and discuss it.
- 5) The student's advisor presents the appeal to the attendees.
- 6) Discussion held with all parties present.
- 7) Quals area representative(s) and Robotics PhD Committee chair present student's performance in the quals with a focus on the area(s) that the student failed. The presentation should include the following information and any other relevant information:
 - a) Overall results from both years of the quals
 - b) Performance in the written and oral portions of the area(s) in question
 - c) Performance in the classes the student took in the area(s)
 - d) The names and affiliations of the oral examiners for both years
 - e) Perspectives from the oral examiners
- 8) Discussion held with all parties present
- 9) All attendees other than the voting members of the committee leave the room.
- 10) If a committee member is the student's advisor, he or she must recuse him or herself from the vote and leave the room.
- 11) The voting members of the committee hold a closed-door discussion.

- 12) The voting members vote whether to accept or reject the student's appeal.
- a) A majority of votes accepting the appeal immediately results in the student being fully qualified and in good standing in the program.
 - b) A majority of votes rejecting the appeal results in no intervention by the committee and the student being expelled from the program.
 - c) A tie vote will result in rejection of the appeal and, hence, no intervention by the committee. The student will thus be expelled from the program.