

HANDBOOK FOR GRADUATE STUDENTS IN PHYSICS AND ASTRONOMY

Prepared by

**The Department of Physics and Astronomy
Gallalee Hall
The University of Alabama
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I. INTRODUCTION

The Department offers both the Ph.D. degree in physics and the M.S. degree in physics. The M.S. degree includes both the thesis option (Plan I) and the non thesis option (Plan II). Both the Ph.D. and M.S. degrees in physics are offered with specializations in astronomy. The departmental requirements for these degrees are outlined in this manual and in the Graduate Catalog. The student is subject to the general rules and regulations of the graduate school as given in the Graduate Catalog as well as the specific rules and regulations of the Department of Physics and Astronomy.

It is the individual responsibility of each student to know and understand the rules and regulations of the Graduate School and of the Department and the requirements for the degree that he/she is pursuing. The student is encouraged to consult with his/her faculty advisor or the department chairperson if these requirements are not clearly understood. Each graduate student will be assigned an academic advisor when the student initially enrolls in the Department. After the student has chosen a research advisor (as described elsewhere in this manual), then the research advisor will replace the academic advisor as the student's faculty advisor (unless they are the same).

II. ACADEMIC POLICIES AND REQUIREMENTS

A. SCHOLASTIC REQUIREMENTS

According to the Graduate Catalog, a student must maintain a cumulative average of not less than "B" (3.0 on a 4.0 scale) in graduate courses undertaken at The University of Alabama, and at least 75% of these hours must be completed with grades of not less than "B". Courses in which a student has made a grade of "P" or "S" are not considered in evaluations of academic standing. Students who do not meet these requirements are placed on probation. Probationary status must be removed by raising the overall grade point average to "B" or better during the next 12 hours of graduate course work. (PH 598 should only be taken as pass/fail and cannot be used in computing GPA.)

B. ENROLLMENT POLICIES FOR GRADUATE TEACHING/RESEARCH ASSISTANTS

The following is a summary of the current graduate school policies regarding course loads for all teaching assistants and research assistants.

Graduate assistants must be full-time graduate students during all periods in which they receive financial assistance from the University or associated agencies. Depending upon their assistantship obligations, the graduate assistant should normally enroll for 6 to 12 hours of graduate course work. The following enrollment limitations are imposed by the graduate school.

TA/RA AWARD

MIN-MAX GRADUATE ENROLLMENT

.25 FTE	9-12 semester hours
.50 FTE	6-9 semester hours
.75 FTE	3-6 semester hours
1.00 FTE	1-3 semester hours

In addition it should be noted that Immigration Regulations limit international students to a maximum of 20 hours per week of employment, including any combinations of on- and off-campus positions.

A fellowship, as a nonservice award, is outside the scope of these policies. Fellows, by the terms of their appointments, are required to undertake full-time graduate study.

Enrollment during the summer is not mandatory for graduate teaching and research assistants.

C. LIMITATIONS ON FINANCIAL SUPPORT

1. *Jobs outside the Department*

Teaching and research assistants who hold a 0.5 FTE or greater appointment are not allowed to hold additional employment outside the Department, with the exception of tutoring, without special permission from the department chairperson. The Department's policy is that time not taken up by assistantship duties should be devoted to course work, research, and other degree requirements. Since tutoring aids graduate students in learning the fundamentals of their discipline, a maximum of 5 hours of tutoring per week is allowed. Tutoring students for pay in a course to which you are assigned is not allowed.

2. *Time limits on financial support*

A new graduate student who has been awarded a teaching assistantship can normally expect to have the TA renewed as long as he/she is making satisfactory progress towards a degree and fulfilling his/her assigned duties in an acceptable manner, as stipulated by the student's advisory and the department chairperson. There are limits, however, on the total number of years that a student may hold a TA. A student working toward a M.S. degree will normally be expected to complete the degree requirements within two years, and financial support will not routinely continue beyond that period. In special cases, upon petition and approval of the department chairperson, financial support may be continued for up to three years. A Ph.D. student with a M.S. degree from another institution must pass the Qualifying Exam by the end of the fourth semester of residence in order to have continued support beyond the fourth semester. Ph.D. students must pass the Preliminary Exam by the end of their fourth year in residence in order to be assured of more than four years of TA support. A maximum of

six years of TA support is allowed for Ph.D. students. Students who are required to pass the International Teaching Assistant Program exam must do so by the end of their first academic year in order to receive continued TA support.

Research assistantships are typically awarded by individual faculty members with research grants. RA support is subject to the commitment by a faculty member with available funding, which may change from year to year. If an incoming student is awarded an RA which is not continued during the second year, the TA support for the second year will be decided in competition with other incoming students.

III. DEGREE REQUIREMENTS FOR THE Ph.D.

A. COURSE REQUIREMENTS

1. *Physics*

A total of 48 hours of formal course work is required (in addition to 24 hrs of dissertation research).

Physics course requirements:

PH 501 - Classical Mechanics

PH 531/532 - Electromagnetic Theory

PH 541/542 - Quantum Mechanics

PH 551 - Atomic and Molecular Physics

PH 561 - Nuclear and Particle Physics

PH 571 - Kinetic Theory and Statistical Mechanics

PH 581 - Solid State Physics

PH 641 - Relativistic Quantum Mechanics or, PH 681 - Advanced Solid State Physics

PH 699 - Dissertation Research (a minimum of 24 hrs)

The completion of any of the above courses (or the equivalent as approved by the department chairperson) with a grade of B (3.0/4.0) or better prior to enrolling as a graduate student in this department will constitute fulfillment of the requirement for that course. (See Section V.)

Other courses required: Eighteen hours of additional graduate level courses are required in order to meet the 48 hour minimum for formal coursework (in addition to Dissertation Research). A maximum of six hours of PH 598 can be applied toward this requirement, and 12 hours may be taken outside the Department as approved by the student's advisor and/or department chairperson.

Some approved mathematics courses are listed below.

MA 500/501 - Mathematical Method of Physics

MA 510 - Numerical Linear Algebra

MA 511/512 - Numerical Analysis I & II

MA 513 - Finite Element Methods

MA 541 - Boundary Value Problems

MA 542 - Integral Equations and Asymptotics

MA 583 - Complex Analysis I

If the student wishes to use courses not on the above list, these courses must be approved by the student's advisor or the chairperson of the Department of Physics and Astronomy.

2. *Physics with astronomy specialization*

A total of 48 hours of formal coursework is required (in addition to 24 hours of Dissertation Research). Physics course requirement (21 hrs of formal coursework and 24 hrs of research):

a. All of the courses below:

PH 501 - Classical Mechanics

PH 531/532 - Electromagnetic Theory

PH 541/542 - Quantum Mechanics

PH 699 - Dissertation Research (24 hrs)

b. And two of the following:

PH 551 - Atomic and Molecular Physics

PH 561 - Nuclear and Particle Physics

PH 571 - Kinetic Theory and Statistical Mechanics

Astronomy course requirement (15 hrs from the following list, with at least one at the 600 level):

AY 501 - Celestial Mechanics & Astrodynamics

AY 521 - Theoretical Astrophysics

AY 533 - Observational Techniques

AY 550 - Stars and Stellar Evolution

AY 570 - Galaxy and Interstellar Medium

AY 620 - Extragalactic Astronomy

AY 640 - Radiation Processes in Astrophysics

AY 650 - Astronomy Special Topics (only 3 hrs can count toward the 15-hr AY requirement)

AY 660 - Astrophysical Plasmas & Magnetodynamics

In addition to the above courses, astronomy/astrophysics students must enroll for one semester hour of AY 597 (Astrophysics Seminar) each semester in residence. The completion of any of the above courses (or the equivalent) with a grade of B (3.0/4.0) or better prior to enrolling as a graduate student in this department will constitute fulfillment of the requirement for that course. (See Section V.)

Except for the above coursework in physics and astronomy, all other formal requirements for the Ph.D. in physics and the Ph.D. in physics with specialization in astronomy are the same. A maximum of six hours of PH 598 can count toward the 48 hours of required formal coursework.

B. COLLOQUIA AND SEMINARS

Each Ph.D. student must present a colloquium based on his or her research during the last semester of residence. Research physicists and astronomers are commonly called upon to give oral presentations of their research work to others. It is important to obtain this experience before receiving the Ph.D.

Likewise, the Department believes that attending departmental colloquia is also an important part of a graduate student's education. All full-time degree students in any of our Ph.D. or M.S. programs are expected to attend a minimum of 2/3 of regular departmental colloquia (usually given Wednesday afternoon). These colloquia are designed to be of general interest and will serve the purpose of broadening the student's knowledge of physics and astronomy. Failure to satisfy the colloquium requirements will lead to an automatic review of the student's standing and may result in his/her being dropped from the Ph.D. program. Various research groups may also require their students to attend more specialized seminars in their research.

C. RESEARCH SKILL REQUIREMENT

Prior to being admitted to candidacy for the Ph.D. in physics, a graduate student must satisfy the Department of Physics and Astronomy's computer science research skill requirement. The procedure for establishing an appropriate level of proficiency in computer science will be determined by the student's faculty advisor or by another faculty member designated by the department chairperson. The Preliminary Exam Committee must ultimately certify that the student has achieved proficiency as a condition for admission to candidacy. The Committee's certification will be based on the recommendation of the student's advisor or the faculty designate.

D. QUALIFYING AND PRELIMINARY EXAMINATIONS

There shall be two separate exams which a prospective Ph.D. candidate must pass. The

first of these will be given early in the student's career and will cover primarily advanced undergraduate physics; the second exam will be given before the dissertation research is begun, and will be more closely related to the student's research area. The first exam is the Qualifying Exam and is a requirement for entering the Ph.D. program. The second exam is the Preliminary Exam; passage of this exam formally admits one to candidacy for the Ph.D.

1. *Qualifying Examination*

The Qualifying Examination will be given once a year near the beginning of the fall semester. All new students, both Ph.D. and M.S., must take the exam the first time it is offered. The exam will be used to diagnose the strengths and weaknesses of all new students in order for the Department to better advise students on course work. In addition, students pursuing a Ph.D. are required to pass this exam by the end of their fourth semester. Students who fail to pass the exam after two attempts will be allowed to continue for a M.S. degree. Special cases and appeals require approval of the graduate faculty.

The Qualifying Exam will be a written test consisting of four parts: I. Classical Mechanics, II. Electricity and Magnetism, III. Quantum Mechanics, and IV. Mixed Topics (electronics, optics, thermodynamics & statistical mechanics, relativity, and astrophysics). Students wishing to specialize in astronomy are required to answer astrophysics questions in place of electronics in Part IV. The exam will be given on successive days, three hours each day, with each session to cover half the exam. The exam shall be compiled and graded by a committee of at least four faculty members. A score of 70% or above will represent an outright pass, and a score below 60% will be an outright fail. Students receiving a score of 60% - 69% will receive a conditional fail and will be given an oral exam. If these students do well on the oral exam, then they will pass the exam in its entirety. No oral exam will be required for students scoring 70% or above.

2. *Preliminary Examination*

The Preliminary Exam shall be an oral exam on the student's area of specialization, as well as the basic areas of graduate-level physics, namely PH 501, 531-532, 541-542. The student in consultation with his/her research advisor should form a committee consisting of five faculty members. (The advisor will not be a member of the committee but will be invited to observe the examination.) The committee must be approved by the department chairperson. A form to be used in selecting a committee is given in the appendix. Students without a research advisor will not be allowed to take the exam. The exam should be taken as early as possible once the student has finished the appropriate graduate coursework and before commencing actual dissertation research. According to the Graduate Catalog, the foreign language/research skill

requirement (computer science) must be passed before this exam is attempted. As mentioned in section III-C, the Preliminary Exam must certify proficiency in computer science based on the recommendation of the student's committee advisor or another faculty member designated by the department chairperson.

The Preliminary Exam chairperson should notify the department chairperson in writing of the committee decision after the student attempts the exam. After passing the exam, the Preliminary Exam committee should sign the Application for Admission to Candidacy form (appendix). Only two attempts at the Preliminary Exam are permitted.

E. RESEARCH AND DISSERTATION

1. *Selecting a research area and a research advisor*

The selection of a research area and advisor should be made as soon as possible after the student has passed the Qualifying Examination. The student should first interview several faculty members whose research may be of interest to the student, and the faculty members will describe potential research projects. The selection of a research area and a research advisor will then be made by agreement between the student and the advisor. As soon the selection is made, the department chairperson must be notified in writing by both the student and the advisor of the decision. If a student and research advisor mutually agree to end their relationship, the student and advisor must both notify the departmental chairperson in writing of this action. The student must then begin the selection process again. The Department requires that all students doing research toward a degree be supervised by a research advisor approved by the Department. The student must keep his/her advisor fully informed of the progress of his/her research. Failure to do so could result in the dissertation not being approved. At a minimum it is expected that students will report on their research progress at least once a semester, and more frequent reports are highly recommended.

2. *The dissertation committee*

After selection of a research advisor and research area and after passing the preliminary examination, the student, in consultation with his/her advisor and the departmental chairperson, will form a dissertation committee. The committee will consist of five members, including the research advisor as committee chairperson, three other faculty members from the Department of Physics and Astronomy, and one faculty member from another department. (The external committee member may be from another institution if prior approval is obtained from the Dean of the Graduate School.) Students doing theoretical (experimental) dissertations are advised to have at least one faculty member on the committee who is an experimentalist (theorist). At least one departmental member of the committee should be from an area outside

the student's major research concentration. A form to use in selecting the committee is given in the appendix. The student is required to meet with the dissertation committee each semester for assistance in monitoring and guiding the student's research.

3. *Final version of the dissertation*

A final version of the dissertation will be given to each of the five members of the Dissertation Committee at least two weeks before the oral defense. The student is responsible for all aspects of the production of the dissertation, including the preparation, typing, reproduction, dissemination to the committee members, and all costs involved. Departmental resources cannot be utilized for the production of the dissertation.

4. *Oral examination*

A final oral examination must be passed after completion of the dissertation. The examination will be primarily on the candidate's research work as embodied in the dissertation, but it may also encompass the complete program for the degree. The examining committee will be the Dissertation Committee previously described.

IV. M.S. DEGREE

A. COLLOQUIA AND SEMINARS

The colloquium attendance requirement for M.S. students is the same as for Ph.D. students (see section III. B). However, M.S. students are not required to present colloquia on their research.

B. PLAN I M.S. IN PHYSICS (THESIS OPTION)

1. *Course requirements*

A total of 24 hours of formal course work is required (in addition to six hours of research).

Required courses in physics:

PH 501 - Classical Dynamics

PH 531/532 - Electromagnetic Theory

PH 541/542 - Quantum Mechanics

PH 599 - Thesis Research (6 hours)

Other required courses:

Nine hours of additional graduate level coursework which must be approved by the Department is required in order to meet the minimum of 24 hours. PH 598 cannot count toward the 24-hour requirement. Six of these hours may be taken outside the Department. Normally these courses are in mathematics. Some approved mathematics courses are listed below.

MA 500/501 - Mathematical Method of Physics

MA 510 - Numerical Linear Algebra

MA 511/512 - Numerical Analysis I & II

MA 513 - Finite Element Methods

MA 541 - Boundary Value Problems

MA 542 - Integral Equations and Asymptotics

MA 583 - Complex Analysis I

2. *Selecting a research area and a research advisor*

A student should first interview several faculty members whose research may be of interest to the student, and the faculty members will describe potential research projects. The selection of a research area and a research advisor will then be made by agreement between the student and the advisor. As soon as the selection is made, the Departmental chairperson should be notified of the decision in writing by both the student and the advisor. The selection should be done during the second semester of graduate study. The departmental chairperson must also be notified in writing of any change of research advisor.

3. *The thesis committee*

After selection of a research advisor and research area, the student, in consultation with his/her advisor and Departmental chairperson, will form a thesis committee. The committee will consist of at least three members, including the research advisor as committee chairperson, one other faculty member from the Department of Physics and Astronomy, and one faculty member from another department. (The external committee member may be from another institution if prior approval is obtained from the Graduate Dean.) A form to use in selecting the committee is given in the appendix.

4. *The final version of the thesis*

A final version of the thesis will be given to each of the members of the Dissertation Committee at least two weeks before the oral defense. The student is expected to be responsible for all aspects of the production of the thesis, including the preparation, typing, reproduction, dissemination to the committee members, and all costs involved. Departmental resources cannot be utilized for the production of the thesis.

5. *Oral examination*

A final oral examination must be passed after completion of the thesis. The examination will be both a comprehensive examination on the masters degree program as well as an examination of the candidate's research work as embodied in the thesis. The examining committee will be the Thesis Committee previously described. The student may take the oral

examination no more than twice.

C. PLAN I M.S. IN PHYSICS WITH ASTRONOMY SPECIALIZATION(THESIS OPTION)

1. Course requirements

A total of 24 hours of formal graduate course work is required (in addition to six hours of thesis research). PH 598 cannot be used to satisfy the 24-hour requirement.

Physics course requirement:

PH 501 - Classical Mechanics

PH 531 - Electromagnetic Theory

PH 541 - Quantum Mechanics

PH 599 - Thesis Research (6 hours)

Astronomy course requirement:

At least three of the following:

AY 501 - Celestial Mechanics and Astrodynamics

AY 521 - Theoretical Astrophysics

AY 533 - Observational Techniques

AY 550 - Stars and Stellar Evolution

AY 570 - Galaxy and Interstellar Medium

AY 620 - Extragalactic Astronomy

In addition to the above physics and astronomy courses, astronomy students should enroll for AY 597 (one hour of seminar) each semester in residence.

Other required courses

Six hours of additional graduate level course work which must be approved by the Department is required. It is strongly suggested that students without appropriate background in mathematics take these courses from the following:

MA 500/501 - Mathematical Methods of Physics

MA 510 - Numerical Linear Algebra

MA 511/512 - Numerical Analysis I & II

MA 513 - Finite Element Method

MA 541 - Boundary Value Problems

MA 542 - Integral Equations and Asymptotics

MA 583 - Complex Analysis I

2. Research and thesis

The general rules concerning research and the thesis that apply to the Plan I M.S. in physics also apply to the Plan I M.S. in physics with the astronomy specialization.

D. PLAN II M.S. IN PHYSICS (NON-THESIS OPTION)

1. *Course requirements*

A total of 30 hours of formal course work is required. The course requirement is the same as for the Plan I M.S. degree except that in place of PH 599 (Thesis Research) the student will take two of the following courses:

- PH 551 - Atomic and Molecular Physics
- PH 561 - Nuclear and Particle Physics
- PH 581 - Solid State Physics

2. *Oral examination*

A comprehensive oral examination on the degree content of the Plan II M.S. program must be passed during the last semester of study. The committee will consist of at least three members of the Department to be chosen by the department chairperson in consultation with the student. The student may take the oral examination no more than twice.

E. PLAN II M.S. IN PHYSICS WITH ASTRONOMY SPECIALIZATION (NON-THESIS OPTION)

1. *Course requirements*

A total of 30 hours of formal graduate course work is required. The course requirements are the same as for the Plan I M.S. in physics with astronomy specialization except that in place of PH 599 (Thesis Research) the student will take PH 532 (Electromagnetic Theory) and PH 542 (Quantum Mechanics).

2. *Oral examination*

The student must pass an oral examination as described under the Plan II M.S. in physics described in part D.2 above.

V. TRANSFER CREDIT

Students are allowed to apply for transfer of graduate credit earned at another institution. In order for a course to be considered for transfer credit, the student must have earned a minimum grade of B on the course. In addition, the student must have achieved an overall average of B or better on all courses attempted at the institution from which transfer credit is being requested. The Graduate School must have an official transcript of the credit involved. Up to 1/2 of the required coursework for a Ph.D. or M.S. degree is allowed with the approval of the department and the dean of the graduate school. All credit toward the master's degree must have been earned during the six years immediately preceding the date on which the

degree is awarded. All credit toward the Ph.D. degree must have been earned during the six-year period preceding admission to the doctoral program. A form is included in the appendix for submission to the Graduate School in applying for transfer credit.

APPENDIX

CHECKLIST FOR MONITORING PROGRESS TOWARD THE PH.D. DEGREE

<u>Requirement</u>	<u>When</u>
Qualifying Exam	At the beginning of the 1st semester. Must be passed by the end of the 4th semester.
Computer Science Research Skill	4th or 5th semester. Must be satisfied before Prelim and verified by the Prelim Committee.
Selection of research advisor	During 2nd or 3rd year.
Preliminary Exam	During 7th semester. Form 1 for choosing committee.
Selection of dissertation committee	After passing preliminary exam. Sample form 2.
Meet with dissertation committee	At least once each semester.
Application for Admission to Candidacy	No later than the semester or summer term in which requirements are to be completed. Sample form 3.
Application for Advanced Degree	No later than the registration period for the semester or summer term in which the requirements are to be completed. Sample form 6.
Give research seminar	During last semester.
Submit dissertation title card	At least 6 weeks before graduation. Sample form 7.
Schedule oral defense	During last semester.
Submit dissertation to committee	At least two weeks before defense.

Requirement

Get dissertation approval form signed by dissertation/thesis committee

Submit report of recommendation for final degree

Submit dissertation to Graduate School

When

**Immediately after passing the defense
Sample form 8**

**To be submitted by Research Advisor to Graduate School following oral defense.
Sample form 8**

After oral defense and at least 6 weeks before graduation.

CHECKLIST FOR MONITORING PROGRESS TOWARD THE PLAN I M.S. DEGREE

<u>Requirement</u>	<u>When</u>
Selection of research advisor	During 2nd semester
Selection of thesis committee	During 2nd or 3rd semester. Form 2
Application for Admission to Candidacy	After 12 semester hours of graduate credit at the University have been received. Approval must be obtained no later than the registration period for the semester in which the requirements are to be completed. Sample form 3
Application for Advanced Degree	No later than the registration period for the semester or summer term in which the requirements are to be completed. Sample form 5
Submit thesis title card	At least 6 weeks before graduation. Sample form 7
Schedule oral defense	During last semester
Submit thesis to committee	At least 2 weeks before oral.
Get thesis/dissertation approval form signed by thesis committee	Immediately after passing the oral exam. Sample form 8
Submit report of recommendation for final degree	To be submitted by Research Advisor to Graduate School following oral exam. Sample form 8
Submit thesis to Graduate School	After oral exam and at least 6 weeks before graduation.

CHECKLIST FOR MONITORING PROGRESS TOWARD THE PLAN II M.S. DEGREE

Requirement

When

**Application for Admission to
Candidacy**

After 12 semester hours of graduate credit at the University have been received. Approval must be obtained no later than the registration period for the semester in which the requirements are to be completed. Sample form 3

**Application for Advanced
Degree**

No later than the registration period for the semester or summer term in which the requirements are to be completed. Sample form 5

Schedule oral exam

At least two weeks before graduation

**Submit report of
recommendation for final degree**

To be submitted by chairperson of oral committee following oral exam. Sample form 8

THE UNIVERSITY OF ALABAMA
Department of Physics and Astronomy

MEMORANDUM

TO: Chairperson, Department of Physics and Astronomy
FROM: _____, Graduate Student
(Please print clearly)
SUBJECT: PETITION FOR APPROVAL OF PRELIMINARY EXAMINATION
COMMITTEE
DATE: _____

_____ NAME (signature), Committee, Chair	_____ DATE
_____ NAME (signature)	_____ DATE

Student's signature: _____

FORM TO BE COMPLETED BY STUDENT ONLY DOWN TO THIS LINE

APPROVED BY: _____
Research Advisor's signature Date

Department Chairperson's signature Date

Distrib.: Original to student's file; student; Committee members

THE UNIVERSITY OF ALABAMA
Department of Physics and Astronomy

MEMORANDUM

TO: Chairperson, Department of Physics and Astronomy
FROM: _____ , Graduate Student
(Please print clearly)
SUBJECT: PETITION FOR APPROVAL OF DISSERTATION/THESIS
COMMITTEE
DATE: _____

_____ NAME (signature), Research Advisor, Chair	_____ DATE
_____ NAME (signature)	_____ DATE

Student's signature: _____

FORM TO BE COMPLETED BY STUDENT ONLY DOWN TO THIS LINE

APPROVED BY: _____
Research Advisor's signature Date

Department Chairperson's signature Date

Distrib.: Original to student's file; student; Committee members

Instructions on filling out the Application for Admission to Candidacy for the Degree of Doctor of Philosophy.

1. Major subject is physics; there is no minor subject.
2. "Qualifying Exam" on this form is the same as our "Preliminary Exam". Enter date of Prelim exam under "Dates of Passing Qualifying Examinations" (Oral).
3. Include "Research skill (computer science) after "First Foreign Language" and date of Prelim after "Examination Passed" (The Prelim committee must certify proficiency in computer skills based on the recommendation of the student's research advisor or his designate.)
4. This form should be signed by the Preliminary Exam committee ("Supervisory Committee") who certifies that the student has passed the Preliminary Exam (called "qualifying examination" on this form). "Chairperson" refers to chairperson of Prelim committee, not dissertation advisor.

Submit in quadruplicate
to department

THE GRADUATE SCHOOL
The University of Alabama

PUBLIC
____ ADMINISTRATION
____ MUSICAL ARTS
____ EDUCATION
____ PHILOSOPHY

APPLICATION FOR ADMISSION TO CANDIDACY FOR THE DEGREE OF DOCTOR OF

Name _____ Social Security # _____

Mailing Address _____ Date _____

I hereby petition the Graduate Dean to be admitted to candidacy for the degree of Doctor of _____ Education _____ Philosophy
_____ Musical Arts _____ Public Administration.

Dates of Passing Qualifying Examinations
Written Oral

Major Subject _____

First Minor Subject _____

Second Minor Subject _____

First Foreign Language or Research Skill _____ Examination Passed _____

Second Language or Research Skill _____ Examination Passed _____
(If required)

Dissertation Subject _____

I hold the following degrees:

_____ granted by _____ 19____

_____ granted by _____ 19____

(Signature of Candidate)

SUPERVISORY COMMITTEE: We, the undersigned, certify that the above named candidate has passed his/her qualifying examination for the degree of Doctor of _____ Education _____ Philosophy _____ Musical Arts _____ Public Administration. We approve the Dissertation Subject. We recommend the applicant to the Graduate Dean for admission to candidacy for the degree.

Chairperson

We, the undersigned, record our dissenting vote:

Approved by
Graduate Dean: _____

Dean of
College

Date of Approval _____

THE UNIVERSITY OF ALABAMA

Application for Degree

[] Mr. [] Miss
 [] Mrs. [] Ms.

PRINT YOUR LEGAL NAME ABOVE AS IT SHOULD APPEAR ON YOUR DIPLOMA.

Student Number _____ Date Application Filed _____

Degree for which you are applying _____

Diplomas and degrees are awarded three times a year. Indicate which month you expect your degree to be awarded. December [] May [] August [], 19____.

According to my understanding, I now need _____ quality points and _____ semester hours including the following courses:

Required and Elective Courses		Transfer or Correspondence Courses		Incompletes to be Removed	
Course	Hours	Course	Hours	Course	Hours

Major/Program _____

Concentration _____

Major/Program _____

Concentration _____

Minor _____ Minor _____

Catalog/Worksheet Year _____

Local Mailing Address _____

Permanent Mailing Address _____

Address to which Diploma is to be mailed: _____

Telephone: Local _____ Home () _____

"Hometown" to appear in commencement program:

_____ City _____ State _____

OFFICE USE ONLY	
Application Approved:	
_____ School/College Dean/Representative	
_____ Department Head, Graduate Only	
School/College	Requirements Completed _____ Date _____
_____ School/College Representative/Department Head (GR)	
No designation	[]
With distinction	[]
cum laude	[]
magna cum laude	[]
summa cum laude	[]
University Honors Program	[]

DISSERTATION / THESIS TITLE CARD

Mr. _____
Mrs. _____
Ms. _____

Major, _____

Title _____

Approved _____

_____ Professor in Charge

_____ Head of Department

Date _____

GRADUATE SCHOOL
THE UNIVERSITY OF ALABAMA
TUSCALOOSA, AL

TO THE DEAN OF THE GRADUATE SCHOOL:

We, the undersigned, report that as a committee we have examined

NAME: _____ STUDENT NUMBER _____

upon the work done in the subjects assigned, namely:

Major _____

Dissertation/Thesis _____

and find that he _____ attainments (are such) (are not such) that _____ he may be recommended for the degree of _____

I dissent from the foregoing report.

DATE: _____

OS: Revised from 9-3-93

**REQUEST FOR TRANSFER OF GRADUATE CREDIT
FOR APPLICATION TO A DEGREE PROGRAM
(Submit to Graduate School Office, 102 Rose Admin. Bldg.)**

Last Name First Name Middle Name U of A Student Number

Present Mailing Address City State Zip

School or schools from which credit is to be transferred:

1. _____ Date Credit Earned _____
2. _____ Date Credit Earned _____
3. _____ Date Credit Earned _____
4. _____ Date Credit Earned _____

Has transcript from school listed been sent to Graduate School Office ? _____

If not, have an official copy sent to:

Graduate School
P. O. Box 870118
The University of Alabama
Tuscaloosa, AL 35487-0118

Date first enrolled in any division at The University of Alabama? _____

Are you presently enrolled? _____ If not, give last date enrolled. _____

Degree toward which you are working _____

Major department _____

Date _____

Local phone number _____

