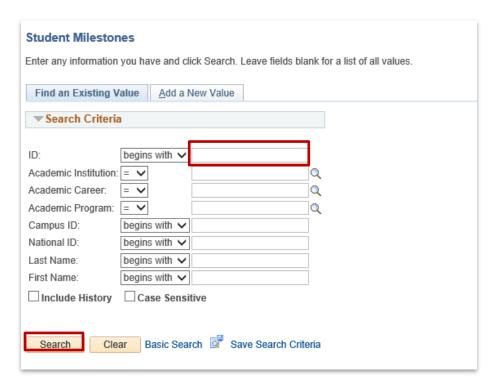# ENTERING THE QUALIFYING EXAMINATION IN THE STUDENT INFORMATION SYSTEM(SIS)

NAVIGATION

1. Click **NavBar**.
2. Click **Main Menu**.
3. Click **Student Information System**.
4. Click **Records and Enrollment**.
5. Click **Enroll Students**.
6. Click **Student Milestones**.

QUALIFYING EXAMINATION

1. Look up a student by **UFID.** Click **Search**

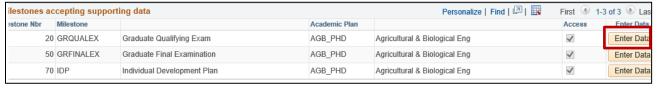2. Click on any field in the Search Results table to view the student's milestones.

3. Click the **Supporting Data** tab.

Student Milestones   Supporting Data

Student Milestones

4. Locate the **Graduate Qualifying Exam** milestone and select **Enter Data.**

stone Nbr	Milestone		Academic Plan		Access	Enter Data
20	GRQUALEX	Graduate Qualifying Exam	AGB_PHD	Agricultural & Biological Eng	✓	Enter Data
50	GRFINALEX	Graduate Final Examination	AGB_PHD	Agricultural & Biological Eng	✓	Enter Data
70	IDP	Individual Development Plan	AGB_PHD	Agricultural & Biological Eng	✓	Enter Data

Milestones accepting supporting data   Personalize | Find | | First ◀ 1-3 of 3 ▶ Las
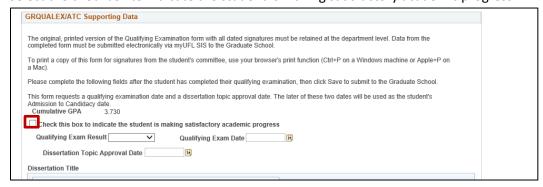
Fill out the form. If you wish, you may use your browser's print function to print a copy of this form for the committee to sign at the exam.
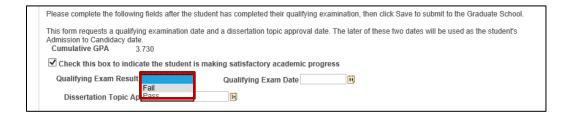
The Graduate School does not require this form. Please save the approved document with dates, outcomes and all signatures to maintain in the student's departmental records.

Note: You will not be able to save the form with future exam dates. All information must be entered on the form prior to submitting.

5. Select the checkbox to indicate the student is making satisfactory academic progress.
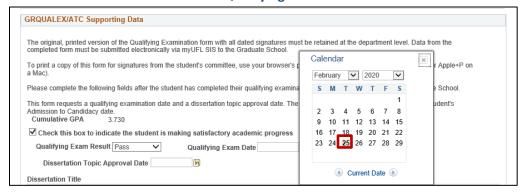
GRQUALEX/ATC Supporting Data

The original, printed version of the Qualifying Examination form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via myUFL SIS to the Graduate School.

To print a copy of this form for signatures from the student's committee, use your browser's print function (Ctrl+P on a Windows machine or Apple+P on a Mac).

Please complete the following fields after the student has completed their qualifying examination, then click Save to submit to the Graduate School.

This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.

Cumulative GPA   3.730

☐ Check this box to indicate the student is making satisfactory academic progress

Qualifying Exam Result [▼]   Qualifying Exam Date [   ]

Dissertation Topic Approval Date [   ]

Dissertation Title

6. Select the **Qualifying Exam Result** drop down menu and select **Pass**.

Please complete the following fields after the student has completed their qualifying examination, then click Save to submit to the Graduate School.

This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.

Cumulative GPA   3.730

☑ Check this box to indicate the student is making satisfactory academic progress

Qualifying Exam Result [   ]   Qualifying Exam Date [   ]
                       Fail
Dissertation Topic Ap Pass   [   ]
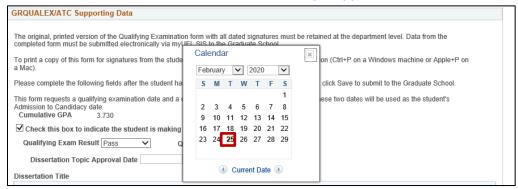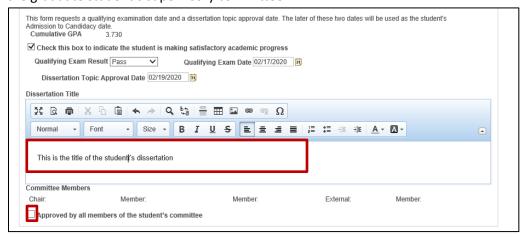
7. Click the calendar icon to select the **Qualifying Exam Date**.

8. Click the calendar icon to select the **Dissertation Topic Approval Date.**
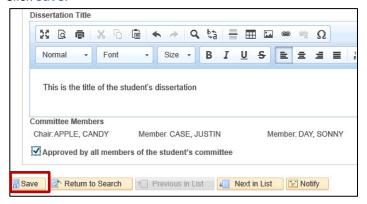

9. Enter the **Dissertation Title** and select **Approved by all members of the student's committee**. **Note:** Academic unit faculty and staff who complete this form are indicating that all information is true, correct and agreed to by the graduate student's supervisory committee.
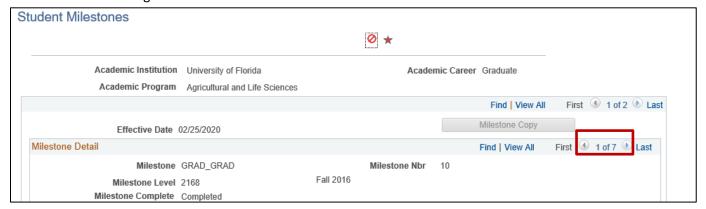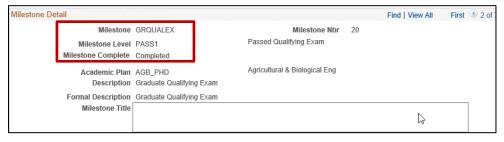
10. Click **Save**.

Note: After clicking the save button the user will automatically be returned to the Student Milestones page where they can use the arrow buttons to navigate to the appropriate milestone to verify that the information was entered correctly.

11. Use the arrows to navigate to the milestone.

12. Confirm that the Milestone level for the **GRQUALEX** milestone is set to **PASS1**.

ADDITIONAL HELP

Further resources are available at:
https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/.

Technical Help
UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

Processes and Policies
Graduate School Data Management
graddata@ufl.edu