

Qualifying paper rules (supplementing the program rules)

When a student gets consent from two faculty to be readers, it is expected that:

1. The review process by a faculty will be normally concluded within one month from submission with two extra weeks if needed. If a faculty is on leave or if the paper is submitted shortly before summer break, those deadlines are negotiable.
2. The decision of a faculty member must be one of the following: Accept (A), Revise and Resubmit (R&R), Reject (R). The decision is supplemented by a list of specific changes that the student is supposed to implement;

A: No further action by the student is needed in order to conclude the review process by this particular reader. The student is not required to make any changes - they are optional;

R&R: The student must prepare a revised paper. S/he must provide a precise description of all changes that were implemented, i.e., unless the reader marks certain comments as not requiring response, for EVERY comment there must be a detailed reaction describing the changes that were made in response to this comment and the specific place in the revised paper where they appear (or an explanation why changes were not made). When a paper receives R&R, it is normally expected that the next decision will be made within one month after submitting the revised version. This revision process will be repeated if necessary.

R: The student may abandon the paper or look for another faculty to review it. Every request for reviewing a paper that was rejected in the past must be accompanied by a list of faculty who accepted and rejected the paper before.

The qualifying paper is accepted when it is accepted by two faculty members.

In addition to receiving and responding to detailed comments, it is expected that students and faculty will discuss the paper's strengths and weaknesses, so that the student knows how to improve. The process of R&R is essential for helping to socialize students into academic writing with the goal of producing strong dissertations and publications.