



Qualifying Exams: Guidelines for Advisors	
<b>Year 2</b>	
Summer	<ul style="list-style-type: none"> <li>• Students should begin preparation for Written Qualifying Exams</li> <li>• Students should create reading lists in consultation with advisor. As graduate advisor, provide feedback as students develop two reading lists.</li> </ul>
<b>Year 3</b>	
Fall	<ul style="list-style-type: none"> <li>• Students can begin to form QE exam committees (committees should be formed no later than the quarter preceding written exams).               <ul style="list-style-type: none"> <li>➢ Consult with students as they form their committee.</li> <li>➢ Students will submit Form to Nominate Faculty Committee for Written Qualifying Exam Evaluation.</li> </ul> </li> <li>• Students will submit QE lists to graduate advisors &amp; CCS grad committee members.               <ul style="list-style-type: none"> <li>➢ Please review QE lists and communicate with students if changes/additions need to be made.</li> </ul> </li> </ul>
Winter	<ul style="list-style-type: none"> <li>• Please remember: the question for the first essay will be developed by the graduate advisors of students taking the exam in any given quarter.               <ul style="list-style-type: none"> <li>➢ The chair of the examination committee prepares the final questions for the written examination.</li> <li>➢ Questions should be shared with the rest of the examination committee and the department's Graduate Committee.</li> </ul> </li> <li>• <b>Week 1 &amp; 2: Time allotted for students to complete their written qualifying exams.</b> <ul style="list-style-type: none"> <li>➢ Students should send written exams in PDF (and in Word if so required by the advisor) by the due date, with copy to each member of the committee, the Director of Graduate Studies, and the GSAO.</li> <li>➢ The Examination Committee's decision should be made by the end of the quarter. Please see <a href="#">Graduate Student Handbook (2020, p. 33)</a> for additional information about evaluation criteria.</li> </ul> </li> <li>• Students should begin to prepare Dissertation Proposal for Oral QE</li> <li>• Consult with students about constituting dissertation committee. The dissertation committee should be constituted no later than the quarter preceding that in which the student aims to advance to candidacy.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• <b>Students can complete the Oral QE (Defend Dissertation Proposal) beginning Spring of their third year.</b> Students can also continue preparing for defense in Fall of their fourth year.</li> <li>• Students will consult with dissertation committee to schedule defense date at least 6 weeks prior; each member must receive a hard copy of the proposal at least 2 weeks before the oral exam.</li> </ul>
Summer	<ul style="list-style-type: none"> <li>• Students who haven't defended should prepare for Oral QE</li> </ul>
<b>Year 4</b>	
Fall	<ul style="list-style-type: none"> <li>• <b>Last chance for Written QE</b></li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Students are required to take the Oral Qualifying Exam no later than Spring of your fourth year.</li> </ul>