Qualifying Exam – Dates/Deadlines/Timelines etc!

A few months before your exam
- The biggest obstacle (besides coming up with content) is finding a committee that can all be in the same place at the same time. Start to coordinate your committee and date/time as soon as possible.
  - Note that your committee chair CAN NOT be your advisor
  - One member must be outside of your program (Pure math – could be a GGAM member; Applied – must be outside of GGAM aka outside the department)
- Once committee date/time are set reserve a room ASAP (email rooms@math.ucdavis.edu or come talk to Sarah)
- Approximately 6-10 weeks ahead of time email your qual proposal to Sarah. Your proposal will first be reviewed by your program chair. After that it will be reviewed by the executive committee of your program. The program chair or committee (or both) may ask you to make revisions and resubmit.
- We highly recommend giving a practice qual (if possible in the same room you will give your qual in) You can schedule time for this by emailing rooms@math.ucdavis.edu
- Once your proposal is approved please fill out the Qualifying Examination Application. The office of graduate studies prefers that you TYPE into the form. If you choose to handwrite please make sure it is very legible. Once you have filled out the form please bring it to Sarah and she will get the Graduate Program Adviser Signature for you and submit it to Graduate studies. It is imperative that you turn this form in at least a week prior to your qualifying exam (the earlier the better!)
  - The form can be found at: https://gradstudies.ucdavis.edu/current-students/forms-information
    - Doctoral specific forms ➔ Qualifying Examination Application (GS319)

A few days before your exam
- CONTACT YOUR COMMITTEE MEMBERS! Remind them where to be and when to be there!
- Make sure you know where you are going and how to work the projector etc.

The day of your exam
- RELAX
- Don’t study before hand
- Don’t bring anything for the committee
- DON’T BE LATE

After you PASS your exam
- Celebrate!
- Figure out who will be on your dissertation committee. Your advisor is your committee chair. You only need 2 other people willing to review and sign off on your dissertation.
- As soon as you know who will be on your committee – fill out your advance to candidacy paperwork.
  - The form can be found at: https://gradstudies.ucdavis.edu/current-students/forms-information
    - Doctoral specific forms ➔ Candidacy for the Degree of Doctor of Philosophy, Plan B (GS321)
  - Again please type into the form.
  - Take the filled out form to the cashiers office in Dutton Hall and pay the $90 candidacy fee. (The cashiers office ONLY accepts cash or check)
  - Get your dissertation committee chair (your advisor) to sign the form.
  - Bring the form to Sarah and she will get the Graduate program advisors signature for you and submit your form to Graduate Studies.
- Celebrate again!