# **Appendix G:** Timeline for candidacy exam

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| Step | Time | Student | Advisor | Advisory Committee  |
| **1** | After joining the laboratory of your thesis advisor |  | Appoint Advisory Committee |  |
| **2** | Before end of first semester of second year | Begin Preliminary Exam | Send preliminary exam questions to student and Program Administrator | Draft preliminary exam question(s) |
| **3** | up to 7 days later | Send completed exam to the Advisory Committee |  |  |
| **4** | up to 7 days later |  | Report result to student and Program Administrator | Send grades to advisor |
| **→** | up to 2 months later |  | If first exam failed, go back to **Step 1** (at most once) |  |
| **5** | up to 2 weeks later | Send pre-proposal to committee | Forward Candidacy Preproposal Assurance Letter to Program Administrator |  |
| **6** | up to 1 week later |  | Report (dis)approval to student and Program Administrator | send (dis)approval to advisor |
| **→** | up to 1 week later | If not approved, go back to **Step 4** |  |  |
|  |  | (at most twice) |  |  |
| **7** | up to 4 weeks later | send full proposal to committee |  |  |
| **8** | up to 1 week later |  | Report (dis)approval to student and Program Administrator | Send (dis)approval to advisor |
| **→** | up to 4 weeks later | If not approved, go back to **Step 6** (at most once) |  |  |
| **9** | immediately | File Graduate School form for oral examination |  |  |
| **10** | about 2 weeks later | oral exam | Administer oral exam | Participate in oral exam |