

Appendix G: Timeline for candidacy exam

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

