University of California, San Diego

**Department of History**

**QUALIFYING EXAM ADMINISTRATIVE CHECKLIST**

COMPLETE ALL COURSEWORK REQUIREMENTS

You may use the [Status Sheet](https://history.ucsd.edu/graduate/phd-program.html#Field-Curriculum-Status-Sheets) for your field to double check that you’ve fulfilled the requirements as outlined in the [catalog](https://ucsd.edu/catalog/curric/HIST-gr.html).

Check with your faculty advisor to ensure you have taken all the classes s/he wants you to take in order to be prepared for your Qualifying Exam.

COMPLETE MINOR FIELDS

Document your completion of the Minor Field Exam by submitting the *Report of the Minor Field Exam* for each minor you complete. More information about how to complete the minor field and instructions for submitting the form can be found on the website: <https://history.ucsd.edu/graduate/phd-program.html#Minor-Field>

FULFILL LANGUAGE REQUIREEMNT

Document your completion of the language requirement by submitting the [*Report of the Language Exam*](https://history.ucsd.edu/graduate/phd-program.html#Report-of-the-Language-Examhttps://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=0a22e883-ea28-4459-812e-ae4b0f9f97df&env=na1&acct=6371e373-11ff-4359-aa24-bf2ccbddc944&v=2) for each language you complete.

CONSTITUTE YOUR DISSERTATION COMMITTEE

As soon as possible but no fewer than three weeks prior to your Qualifying Exam, submit the [*Committee Constitution Request*](https://history.ucsd.edu/graduate/phd-program.html#Committee-Constitution-and-Mana)form to the Graduate Coordinator so s/he can submit the request to constitute your committee.

SCHDULE THE QUALIFYING EXAM

Find a date and time when all of your committee members are available to attend the exam and notify them.

Ensure that your exam abides by the department’s [Graduate Exam Modality Policy](https://history.ucsd.edu/graduate/phd-program.html#Graduate-Exam-Modality-Policy), and submit a petition if necessary.

Schedule the Exam via Zoom or reserve a room in the department with the Graduate Coordinator.

Notify the Graduate Coordinator of the date and time so s/he can prepare the *Report of the Qualifying Exam* and know when to route it for signature.

Schedule or send reminders to all your committee members about the qualifying exam a both a week before and a day prior to the exam.

BEFORE AND AFTER THE QUALIFYING EXAM

Send reminder to all your committee members and the Graduate Coordinator the day before the exam.

At the end of the exam please ask all your committee members to follow the link to the DocuSign form and sign it. (It is preferable that you do this while still on the zoom meeting or in the room with them in case anyone needs help.)

Follow-up with the Graduate Coordinator and your committee members to ensure your committee members and the chair have signed everything so your Advancement will post on time.

**Science Studies Students**- The quarter after you have passed your Qualifying Exam, and your Advancement to Candidacy has been posted to your record, change your degree aim from HI75 to HI77 by going to <https://gradforms.ucsd.edu/change/> to maintain Science Studies funding eligibility while in-candidacy.

**Students Requesting an *MA on the Way*:**

ENSURE YOU’RE ELIGIBLE TO RECEIVE AN MA

If you already have a graduate degree, ensure you are eligible to receive an MA in History. *(*[*https://www.ucsd.edu/catalog/front/GradAdmission.html#:~:text=Duplication%20of%20Advanced%20Degrees&text=Students%20who%20already%20hold%20an,consent%20of%20the%20Graduate%20Council.*](https://www.ucsd.edu/catalog/front/GradAdmission.html%23:~:text=Duplication%20of%20Advanced%20Degrees&text=Students%20who%20already%20hold%20an,consent%20of%20the%20Graduate%20Council.)*)*

APPLY FOR THE MA

Fill out the field appropriate [Status Sheet](https://history.ucsd.edu/graduate/masters.html#Field-Curriculum-Status-Sheets) (if there is not a status sheet for your field please submit a *Special* Studies status sheet and allow extra time for the Graduate Coordinator to collect the signature from your committee chair) and send it to the Graduate Coordinator. The status sheet is required to fill out the *App. to Candidacy for MA* which is **due to the Graduate Division week 3** of the quarter in which you would like the MA to be awarded. In order to be submitted on time, your committee chair and the Department Chair must both sign the *App. to Candidacy* prior to the week three deadline.

FILE FOR THE MA

When you notify the Graduate Coordinator of the date and time of your Qualifying Exam, ask him/her to also prepare the *Final Report of the MA* and route it for signature along with the *Report of the Qualifying Exam*