

The before, during and after of your qualifying exam.

Step	Action	To submit by:
1	Email committee to set a date for the qualifying exam and come up with a plan that leads up to the day of the exam.	2-3 months ahead of time.
2	Start preparing for quals (i.e. begin drafting outline for proposal, dive deeper into the literature review, etc.) ->more information about written part of proposal on page 6, third paragraph at https://chemistry.ucmerced.edu/files/page/documents/ccb_policies_2013.pdf ->But you should ask other students you know from your research area for proposal examples (Chemical Biology vs Computational Chemistry can be different)	2-3 months ahead of time.
3	Start filling in proposal outline and begin drafting your first rough draft. ->If writing is a weakness or you want to have a well-written proposal, start 2 months ahead of time.	1-2 months ahead of time.
4	Fill out and submit the Qualifying examination application to Graduate Division (gradservices@ucmerced.edu). ->needs to be signed by your entire committee, so send it to them ahead of the 1 month. https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/page/documents/application_for_qualifying_examination_0.pdf	At least 1 month PRIOR to exam date.
5	Finish final draft for proposal and begin drafting presentation.	2-4 weeks ahead of time.
6	Practice your presentation with your lab, with other students from same research area but different labs, and senior grad students who have gone through the process.	2-3 weeks ahead of time.
7	Send finished proposal to committee.	At least 1 week ahead of time.
8	Email a reminder to your committee about your meeting and attach the following: <ul style="list-style-type: none"> filled quals report with your information. When you fill out the quals application, they will reply and send you the exam report form but it can also be found at https://graduatedivision.ucmerced.edu/files/page/documents/qualifying_exam_report_0.pdf Updated CV Grad IDP evaluation form (filled out by you) 	1 day before exam.
9	The day of your exam: <ul style="list-style-type: none"> Relax, you got this. You have prepared and know your stuff. Your committee will tell you if you passed and will fill out the quals report and send that to you. 	The day of exam.

10	<p>Send required forms to your graduate coordinator. If you are not sure who that is, the list can be found at https://naturalsciencesgrads.ucmerced.edu/contact_us</p> <ul style="list-style-type: none"> • Signed qualifying exam report • Updated CV • Grad IDP evaluation form (filled out by you) • Grad IDP evaluation form section filled out by your PI 	
11	<p>Graduate coordinator will reply with a form you will need to sign. Your PI will also get a similar form to sign (make sure to remind them).</p>	
12	<p>Pay the \$90 fee and you have now advanced to Candidacy!</p> <ul style="list-style-type: none"> • Yay! Congratulations on this huge accomplishment!! 	