



STEPS TO QUALIFYING, BECOMING A CANDIDATE and GOING TGR

Be sure to carefully read **pages 7-9: Third Year** in the *09-10 PhD Requirements* document for a full explanation of the policies and procedures related to the Oral Qualifying Exam and subsequent milestones.

Complete All Paperwork

Fill out, get signatures, and submit the following forms to Danielle/Helen. We recommend you get these signed all at once for convenience but all except the first may instead be signed at or after the Qualifying Exam; see the **After the Exam** section below for more info about the sequencing of these forms.

- 1) *Qualifying Exam Eligibility Approval and Committee Designation Form* (E-IPER form, download all E-IPER forms here: <http://e-iper.stanford.edu/forms>). **Due within first two weeks of qualifying quarter.**
- 2) *Application for Candidacy Form* (Registrar form, download all Registrar forms here: <http://registrar.stanford.edu/shared/forms.htm#GradStud>). **Due after the qualifying exam is passed.**
- 3) *Request for Terminal Graduate Registrant (TGR) Status Form* (Registrar form)
- 4) *Doctoral Dissertation Reading Committee Form* (Registrar form). **Due at the time TGR is requested.**
- 5) E-IPER's *Breadth Certification* and *Fields of Inquiry Certification* forms. **Due by the time TGR is requested.**
- 6) Be sure to bring the *Oral Qualifying Exam Results Form* (E-IPER form) to your Qualifying Exam as this is where the Chair records results.

Prepare for the Qualifying Exam

- 1) Discuss E-IPER's Qualifying Exam guidelines, detailed in the PhD Requirements document, with your Chair and committee members so that the exam format and content expectations are uniformly understood. Discuss with your Chair any preferences you may have about the questioning portion of the exam, introductions during your presentation, taking notes for you, etc.
- 2) Schedule a room for the exam. If you'd like a room in Y2E2 or a room "owned" by the Registrar's Office, send Danielle the date/time/special needs and/or a specific room request.
- 3) Distribute your **Dissertation Proposal** to your Committee, copying Danielle and Helen, at least **ten days prior to the scheduled exam.**
- 4) Practice your presentation in E-IPER Lunch or with another friendly audience.
- 5) Get a good night's sleep before the exam and relax!

After the Exam- Becoming a Candidate and Going TGR

- 1) Submit your *Qualifying Exam Results Form* to Danielle/Helen and discuss any changes to your proposal, if requested, or if you received a conditional pass.
- 2) Apply for Candidacy: You are eligible for Candidacy once you qualify and have completed 25 graded units at the 200-level or above. Upon submission of the *Application for Candidacy* form, Danielle will grant your candidacy.
- 3) Go TGR: If you have been admitted to Candidacy, and completed 135 units and all required coursework, it is recommended that you go TGR after your qualifying exam by submitting the *Request for TGR Status Form*.
 - a. The *Doctoral Dissertation Reading Committee Form* must be on file at the time TGR status is requested. This form is easily amended if there are subsequent changes to your Readers
 - b. E-IPER's *Breadth Certification* and *Fields of Inquiry Certification* forms are due by the time TGR is requested, because TGR status indicates the completion of all coursework.
 - c. If you need to complete fewer than 8 units to get to TGR, complete the *Request for Graduate Tuition Adjustment Form*. This allows for reduced tuition in the quarter prior to going TGR and is a one-time option. **Due by the first day of classes of the effective quarter.**

Good luck!