

GENERAL EXAM PROCEDURES FOR 2006-2007

To schedule the Doctoral General Exam (Admission to Candidacy):

1. **6 months before you plan to take the general exam, establish your committee.** See Graduate School Memo 13 and talk to your advisor and the GPA to get more information on how to do that. The Graduate School requires that your committee be established at least 4 months before the Request for the General Exam is submitted to the Graduate School. (STUDENT)
2. **2-3 months before you plan to take the general exam,** confirm with your advisor/committee chair that you are ready to take the exam and set up a date, time, and place with your committee. This includes contacting department personnel to schedule the Women Studies Conference Room, or making alternate arrangements. (STUDENT)
3. **6 weeks before the exam** email Virginia and let her know the date, time, and place of the general exam. (STUDENT)
4. She will complete the Request for General Examination form for your exam, get the email signatures, and turn it into the Graduate School for you. It must be turned in at least 3 weeks before the exam. (STAFF)
5. **4 weeks before the exam,** please confirm with Virginia that the Request has been submitted. (STUDENT)
6. The Graduate School will determine if you have met the minimum requirements for the exam and, if approved, a warrant will be sent to the Women Studies office **a week before the exam.** (GRADUATE SCHOOL)
7. **1-2 days before the exam,** confirm with Virginia that the Warrant has been received. (STUDENT)
8. **Just before the exam** your advisor/committee chair should get the Warrant from Virginia. (FACULTY ADVISOR/CHAIR)
9. When you walk into the exam, confirm that your advisor/committee chair has the Warrant. (STUDENT)
10. **Just after the exam,** your advisor/committee chair should turn the signed Warrant back in to Virginia. (FACULTY ADVISOR/CHAIR)
11. She will make a copy for your file and will take it over to the Graduate School. (STAFF)
12. **The day after the exam,** confirm with Virginia that the Warrant has been turned in. (STUDENT)

STUDENTS are responsible for steps 1, 2, 3, 5, 7, 9, and 12.

GPA is responsible for steps 4 and 11, and can assist student on step 1.

ADVISORS/CHAIRS are responsible for steps 8 and 10, and can assist student on step 1.

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