

Example PhD Candidacy Exam Timeline

	Week of:	Task	Committee Responsibilities	Student Responsibilities	Chair Responsibilities
2 weeks Prior				Meet with Chair to review needs for week 0 meeting	Meet with student
Week 0	Jan 28 – Feb 2	Meeting to determine candidacy exam topic (1 hr)	Select topic area for candidacy exam	Bring forward ideas (3-4) for topic	
Hour 48				Send Chair a summary of candidacy topic interpretation (up to 300 words)	Send student summary to examining committee
Hour 96			Send comments on summary statement, or approval, to Chair		Review comments, send to student
Week 1	Feb 5 – Feb 9			Write Proposal	
Week 2	Feb 12 – Feb 16			Write Proposal	
Week 3	Feb 19 – Feb 23 *Reading Week*			Write Proposal	
Week 4	Feb 26 – Mar 2	1 st proposal draft submission	Read proposal and provide feedback to Chair		
Week 5	Mar 5 – Mar 9	Proposal draft feedback		Rewrite and incorporate feedback	
Week 6	Mar 12 – Mar 16			Write cover letter and finalize proposal	
Week 7	Mar 19 – Mar 23	Final proposal submission and cover letter detailing how committee comments were addressed	Read final proposal and prepare questions for oral examination	Submit final proposal to committee; prepare oral presentation	
Week 8	Mar 26 – Mar 30	Oral Examination (2 hr)	2 rounds of questions following Oral Presentation by student	Give 20-minute presentation on proposal, answer committee questions	
Week 9 -10					