

QUALIFYING EXAMINATION CHECKLIST

- Confirm that you will meet coursework requirements by the end of the term that you wish to take the Qualifying Examination with Joshua Dullaghan. His e-mail is jdullaghan@berkeley.edu.
- Coordinate your Qualifying Examination Committee to find a common date and time to hold Qualifying Exam. Three hours should be scheduled for the exam.
- Contact the Social Welfare receptionist to reserve a room for the Qualifying Exam. Haviland 309 is the preferred space for the Qualifying Exam. The e-mail address is swdesk@berkeley.edu.
- Notify Joshua Dullaghan of your exam date, time, and location. His e-mail is jdullaghan@berkeley.edu.
- Review "[Qualifying Examination Cover Sheet](#)".
- Turn in "[Qualifying Examination Cover Sheet](#)" and supplemental materials to Joshua Dullaghan at least 6 weeks prior to examination date.
- Submit the "Higher Degrees Committee form: Application for Qualifying Examination" on CalCentral at least 3 weeks prior to examination date.
- Take Qualifying Examination.
- If you pass the Qualifying Examination, submit the "Higher Degrees Committee form: Advancement to Candidacy" on CalCentral. (If you do not pass, consult with Joshua Dullaghan about next steps.)

DEAN'S COMPLETION FELLOWSHIP CHECKLIST

- Read [Doctoral Completion Fellowship](#) eligibility guidelines. **NOTE:** Starting for Fall 2017, students must apply for at least one external fellowship in order to be eligible for the DCF. DCF eligibility is not contingent upon winning an external fellowship, nor would the receipt of external funding in any way affect a student's eligibility for a DCF.
- Once your status on [GradLink On the Web \(GLOW\)](#) has changed to "Advanced", submit an Doctoral Candidacy Review (DCR) via GLOW. Once you have completed it, notify Dissertation Chair that they need to respond to your DCR.
- Submit your DCF Activation form to Joshua Dullaghan before the first day of the semester you wish to activate the DCF. The DCF Activation form is located in your "Advancement to Candidacy" letter which is posted in your GLOW account.