

## PhD Committees & Preliminary Exam Declaration Form

Complete this form and submit to the Graduate Coordinator by **Week 2 of Spring quarter in year 2.**

Please refer to the following page for a quarterly breakdown of requirements to

Advance to Candidacy for the PhD by Spring quarter of Year 3.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair(s):** \_\_\_\_\_

Must be [FMS Core faculty](#) and hold a PhD.

**Exam Committee:** \_\_\_\_\_

Two [FMS Core faculty](#) in addition to your chair(s) listed above.

**Prospectus Committee:** \_\_\_\_\_

At least two faculty in addition to your Chair(s). At least 51% of your committee members must be [FMS Core or FMS Affiliate Faculty](#). If a committee member is not UCI Senate faculty or does not hold a PhD, put an asterisk next to their name and contact the Graduate Coordinator about initiating a petition for exceptional approval from Graduate Division. The petition must be initiated before you submit this form. The Prospectus Committee will also serve as your doctoral committee.

Please list the [exam bibliographies](#) below. Exams must be completed Week 8 of Fall quarter in Year 3.

Standardized Bibliography: \_\_\_\_\_

Field Bibliography: \_\_\_\_\_

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Chair's Comments (optional):

Chair signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Graduate Study signature \_\_\_\_\_ Date \_\_\_\_\_

## Preliminary Exam & Prospectus Timeline

### Spring quarter (Year 2)

- Enroll in FMS 296: Exam Reading with your Chair or an Exam Committee member.
- ID Exam Committee. Refer to “Exam, Prospectus, and Doctoral Committees” section of FMS [Graduate Handbook](#) for more information: (Current Students > FMS PhD Handbook).
- Submit PhD Committees & Preliminary Exam Declaration Form by Friday of Week 2 and notify your Exam Committee which Standardized and Field exams you plan to complete and which of the 40 texts from the Field exam bibliography you plan to read.

### Summer (after Year 2)

- Read the Standardized and Field exam bibliographies.
- *Recommended:* Search [Proquest Dissertations and Theses Global](#) for completed dissertations in your field and select a handful to read over the summer to familiarize yourself with the dissertation as a form.

### Fall (Year 3)

- Enroll in FMS 296: Exam Reading with your Chair or an Exam Committee member.
- *Recommended:* Work with your Chair to develop a dissertation topic and ID relevant literature and methodologies. A draft of your prospectus is due by the end of week 5 in Spring quarter, so develop a plan for writing a draft of the prospectus.
- By the End of Week 8:
  - Sit for written Standardized and Field exams.
- By the end of Week 10
  - Sit for oral exam with your Exam Committee.
- By the End of Week 11:
  - Submit your Prospectus Bibliography and a preliminary list of media objects to your Prospectus Committee.

### Winter (Year 3)

- Enroll in FMS 296: Exam Reading with your Chair.
- By the End of Week 9
  - Submit your Literature Review to the Prospectus Committee.
- By the End of Week 11 (finals week)
  - Submit your CV, project description, literature review, and media list to the Graduate Director and Graduate Coordinator for distribution to the full faculty.

### Spring (Year 3)

- Enroll in FMS 297: Prospectus Research with your primary advisor.
- Enroll in FMS 298: Prospectus Writing Practicum.
- At the first Spring quarter faculty meeting, you will participate in a prospectus roundtable in which you discuss your plans for the dissertation.
- Advance to Candidacy for the Ph.D.: All documents **must be signed** by 5:00pm on Friday of Week 11.
  - By the end of Week 5: Submit a draft prospectus to your committee and schedule your prospectus defense and oral qualifying exam.
  - Two weeks prior to your prospectus defense: Distribute your revised prospectus to your prospectus committee.
  - Week 10: Sit for your prospectus defense.
  - **CELEBRATE! You're ABD!!!**