University of California, San Diego

**Department of Visual Arts**

**QUALIFYING EXAM ADMINISTRATIVE CHECKLIST**

COMPLETE ALL COURSEWORK REQUIREMENTS

Confirm that you have fulfilled the requirements as outlined in the [catalog](https://catalog.ucsd.edu/curric/VIS-gr.html).

Check with your faculty advisor to ensure you have taken all the classes needed to be prepared for your Qualifying Exam.

FULFILL LANGUAGE REQUIREEMNT

Document your completion of the language requirement by submitting the [*Report of the Language Exam*](https://visarts.ucsd.edu/_files/grad/FORM-Vis%20Language%20Exam%20Form-version-2018-08-022.pdf) for each language you complete.

CONSTITUTE YOUR DISSERTATION COMMITTEE

As soon as possible but no fewer than five weeks prior to your Qualifying Exam, submit the [*Committee Constitution Request*](https://visarts.ucsd.edu/_files/grad/Committee%20Form.pdf)form to the Graduate Coordinator so the request to constitute your committee can be submitted to Graduate Division.

SCHDULE THE QUALIFYING EXAM

Find a date and time when all of your committee members are available to attend the exam and notify them.

Notify the Graduate Coordinator so the *Report of the Qualifying Exam* can be prepared and routed it for signatures.

Schedule the Exam via Zoom or reserve a room in the department with the Graduate Coordinator.

Schedule or send reminders to all your committee members about the qualifying exam a both a week before and a day prior to the exam.

BEFORE AND AFTER THE QUALIFYING EXAM

Send reminder to all your committee members and the Graduate Coordinator the day before the exam.

At the end of the exam please ask all your committee members to follow the link to the DocuSign form and sign it. (It is preferable that you do this while still meeting with them in case anyone needs help.)

Follow-up with the Graduate Coordinator and your committee members to ensure your committee members and the Chair have signed everything so your Advancement will post on time.

**PhD with Specializations**- Once you have passed your Qualifying Exam, change your major code to that for your specialization by going to <https://gradforms.ucsd.edu/change/>

**Students Requesting an *MA en Route*:**

If you already have a graduate degree, [ensure you are eligible](https://grad.ucsd.edu/academics/policies-procedures/duplication-degree.html#:~:text=Normally%2C%20duplication%20of%20advanced%20academic,the%20specialization%20awarding%20the%20degree.) to receive an MA in Art History.

Make an appointment to meet with the Graduate Coordinator to discuss the MA requirements and steps for completion.

Follow instructions to apply for [MA Degree Completion](https://grad.ucsd.edu/academics/preparing-to-graduate/degree-completion.html#Master's-Thesis-(Plan-I)-and-Ma)

When you notify the Graduate Coordinator of the date and time of your Qualifying Exam, ask to have the *Final Report of the MA* prepared and routed with the *Report of the Qualifying Exam* for committee signitures