

QUALIFYING EXAM Part II CHECKLIST

- _____ Student joins a Lab
- _____ Student forms and confirms Qualls Committee
- _____ Program Director and Administrator are notified of Qualls Committee members
- _____ Student sets a date for qualifying exam that is usually before Dec. 17 of Year 2.
- _____ Student notifies Program Administrator of exam date and time
- _____ Student reserves a room for the exam.
 - Reserve the room for 2.5-3 hours
 - Alway, CCSR, LKSC, or MSOB: <http://med.stanford.edu/irt/classrooms/features>
 - Clark Center: <https://biox.stanford.edu/about/building-services/room-scheduling>
 - BMI: Contact a Program Administrator
 - Contact the Program Administrators if assistance is needed
 - If Stanford is enforcing restrictions for in-person gatherings to limit the spread of COVID-19, schedule your exam virtually via Zoom.
- _____ Student notifies Qualls Committee and Program Administrators of exam location
- _____ No later than 3 weeks prior to the exam, student confirms the Qualls Chair and notifies the Program Administrators
- _____ 2 weeks prior to the scheduled exam date, student emails the written proposal to the Qualls Committee and Program Administrators. Failing to email this document 2 weeks in advance may result in committee opting to reschedule the exam.
- _____ On exam day: Student brings the following forms to the exam in order to easily obtain the required signatures: Immunology Program Qualifying Exam Form, Application for Candidacy, Doctoral Dissertation Reading Committee Form, and Petition for Non-Academic Council Doctoral Committee Members Form (if applicable)
- _____ Within one week of the Qualifying Exam date: Student submits all completed and signed forms to the Program Administrator, who will record the milestones in [Axess](#).

Updated 05/16/2023