Choose your sponsor. This is usually your research advisor but is not required to be.

 Decide on the research topic for the exam with the guidance of your sponsor/advisor.

 Form your Qualifying Exam committee.
  - Note that this committee will become your Dissertation Advisory Committee through your Defense. This committee will likely comprise a majority of your Defense Committee.
  - The committee for the Qualifying Examination will consist of at least four faculty members, including:
    - The student’s thesis advisor or sponsor. The advisor fills only that role on the Qualifying Exam Committee.
    - A faculty member in the same research area.
    - One theorist for a student working in experimental physics, or one experimentalist for a student working in theoretical physics.
    - One faculty member outside of the research area.
    - At least two faculty members on the committee must have primary appointments in physics and astronomy. One of the members may be from outside of the department, if appropriate.

 Set a date and time for your exam that is mutually agreeable to the committee.
  - This can be difficult to coordinate, so it is recommended that you begin this process at least 6 weeks prior to the anticipated exam date.
  - Contact the Graduate Program Coordinator to book an appropriate space for the exam.
  - Student should create a Zoom for the exam, if necessary

 Fill out a Qualifying Exam Appointment form.
  - Have your advisor sign this form, indicating their approval.
  - Return this form to the Graduate Program Coordinator 3 weeks prior to the exam.
    - The Graduate Program Coordinator will submit the form for approval of the Director of Graduate Studies and then to the Registrar’s office for recording.
    - NOTE: This form MUST be turned in to the Registrar’s office at least two weeks prior to your exam date

 Prepare a written brief of no more than 10 journal-style pages. Two weeks prior to your exam date, you must submit your brief to your committee, with a copy to the PAS Graduate Studies office.
  - If a student has published, submitted, or drafted a paper for a research journal based on this research, that document or a subset of it can be used as the exam brief, provided that the advisor deems the document to be reasonably accessible to the broader audience of the Qualifying Exam committee.

 Prepare an oral presentation of no more than 25 minutes in length.

 Bring to your Exam:
  - Copies of your unofficial transcript
  - Qualifying Exam Report Form

 Fill out a Qualifying Exam Report form to bring on the day of your exam.
  - All committee members must sign the form, indicating the approval of a Pass (or Fail).
  - Remote committee members should submit an email to the Graduate Program Coordinator indicating their approval of a Pass (or Fail) In lieu of signature.

 A faculty member must turn in the form to the Graduate Program Coordinator for submission to the Registrar’s Office for recording on your official academic transcript.