

## PMCB Qualifying Exam Student Check-List

You are required to follow the general PMCB Qualifying Exam Guidelines *and* specific Qualifying Exam Guidelines from your department. This check-list is for guidance purposes only.

1. Register for the Qualifying Exam.
2. Review the Qualifying Exam Guidelines. Make sure you understand PMCB and your Graduate Program expectations.
3. Confirm your Qualifying Exam Committee.
4. Confirm Date & Time for the exam.
5. Notify the PMCB & Department Coordinator of scheduled exam.
6. Work with your Graduate Program Coordinator to reserve a room for your exam.
7. Submit your Prospectus/Abstracts to each of your committee member, your Graduate Program Administrative Coordinator and the PMCB Coordinator.  
\*Include your mentor disclaimer letter with submission.
8. If necessary, make improvements or changes to your proposal as recommended by your committee.
9. Submit your final proposal.
10. Take Exam
11. Have all committee members sign the QE Form.
12. Notify the PMCB Coordinator of the results of the exam.
13. Work with your Graduate Program Coordinator to ensure that the QE Form, Committee Notification Letter and Mentor Disclaimer Letter are all sent to the PMCB Coordinator.
14. Remediate any conditional requirements.
15. Notify the PMCB Coordinator when the requirements have been completed.
16. Ask your Committee Chair to send an official notification confirming the completion of your remediation/conditional requirements to the PMCB Coordinator

\*Prospectus, Mentor Disclaimer Letter, QE Form w/Signatures, Notification Letter, Remediation Letter & Advancement to Candidacy Form – All must be submitted to the PMCB Coordinator to receive a grade for the exam.