

## QUALIFYING YEAR (QY) CHECKLIST

- Establish a (Department-approved) **Thesis Committee** shortly after the completion of coursework.
  - The Thesis Committee must have **three faculty members**, one designated as chair.
  - If appropriate, one faculty member from outside the department is permitted.
- Have all Thesis Committee members sign the **Initial Qualifying Form** & a **provisional reading list** and submit to the Director of Graduate Studies (DGS) by **September 30**.
- Compose a **research reading list** & write an (article-length) **Qualifying Paper** under the supervision of the Thesis Committee. The Qualifying Paper
  - must focus on a **topic in the research area**;
  - should examine some **core philosophical questions** relevant to the reading list;
  - cannot merely present a survey of all reading-list materials.
- **Meet regularly** with all Committee members; in particular, meet with the Committee chair every month.
  - Meetings may be held in person or via Zoom/Skype/Teams as appropriate.
- Submit a **Draft of the Qualifying Paper** to the Committee on or before the **first day of classes of the Winter term**.
  - The student will receive written (and oral, if desired) feedback on the draft from the committee **within two weeks**.
- Submit the **final draft of the Qualifying Paper** to the Committee and the DGS by **February 15**.
- Receive a **written evaluation** of the paper from the Committee by **March 1**.
  - This evaluation also goes to the DGS.
- Take a **written Qualifying Exam** covering the Qualifying Paper and the reading list **before the end of March**.
- Take an **oral Qualifying Exam** covering the Qualifying Paper, the reading list, and the written exam **by April 15**.
- Passing both exams means satisfying the **Qualifying Requirement**.
  - In case of failure, both the written and the oral exams can be retaken **once** each and passed by **August 31**.

- Within two weeks of satisfying the Qualifying Requirement, select a faculty member (usually a member of the Thesis Committee) as [supervisor](#).
  - If the supervisor selected is anyone but the chair of the Thesis Committee, submit a fresh Thesis Committee Form indicating the change to the DGS.
- Begin formal work on the [dissertation](#).