

ATC Checklist

This checklist summarizes the steps in setting up an ATC exam.

Note 1 : Departmental policy requires students to advance by the end of Spring quarter of their 3rd year. Contact the Faculty Grad Advisor if you need an extension.

Note 2: UC-wide policy requires students to complete their Ph.D within 3 years of advancing to candidacy. Students failing to meet this requirement enter P3 status.

Fall quarter of your third year:

___ 1. Discuss ATC with your research advisor and Faculty Graduate Advisor to make sure that the Spring quarter will be right for you to advance, keeping in mind both Note 1 and Note 2 above. Consult with your advisor as to whom to include on the committee. **Remember:** If you are a theorist, you will need two theorists and one experimentalist on your committee. If you are an experimentalist, you will need two experimentalists and one theorist. Your committee must be made up of at least three ladder (tenure track) UCSB faculty members (not lecturer, adjunct, etc.).

Winter quarter of your third year:

___ 2. Read the ATC section of the Physics Graduate Handbook (available on-line).

___ 3. Poll your committee to find a two-hour block of time during Spring quarter during which to hold your exam.

___ 4. Meet with Staff Graduate Advisor to give him or her the names of committee members, area of study, and tentative title of dissertation, and schedule a room for your exam. You will prepare your Committee Nomination Form I and Conflict of Interest Disclosure. Get all relevant signatures on this form and return it to the Staff Graduate Advisor at least a month before your exam. If exceptions are required for your committee members, allow at least six weeks for the Dean's approval.

___ 5. Meet with the wiseperson and ATC committee chair to complete the synopsis form. Turn in a copy of this form to the Staff Graduate Advisor who will scan and send the form to your committee.

Spring quarter of your third year:

___ 6. At least **2 weeks before** the exam is to be held, contact the Staff Graduate Advisor to receive additional instructions. Complete the Doctoral Degree Form II. The Staff Graduate Advisor will put this form in your file and will give your file and form to your advisor the day before your exam. This is the form that the committee will sign after your exam to confirm whether or not you passed the exam.

One or two days before the exam: Remind each member of the committee as to the time and date of the exam.

____ 7. Complete the exam and return **the completed and signed** Doctoral Degree Form II to the Staff Graduate Advisor. Be sure to obtain the Faculty Graduate Advisor's signature on the form.

____ 8. After advancing to candidacy you are required to pay a \$50 advancement to candidacy fee at the Billing/Cashier's Office. The Billing Office will give you two copies of your receipt. Take one to Graduate Division and tell them this is your advancement to candidacy fee. Take the other receipt to the Library to get a faculty library card