**Homer L Dodge Department of Physics and Astronomy**

**Checklist for General Exam**

(Version 5: March 30, 2022)

*(If you discover any errors in this form, please report them to Dr. Mike Strauss at* *strauss@ou.edu**).*

Information can be found in the department [Red Book](https://www.nhn.ou.edu/assets/doc-or-pdf/redbk.pdf) and the Graduate College doctoral checklist at <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-doctoral.pdf>. Complete information from the graduate college is available at <http://www.ou.edu/gradcollege/forms/bulletin/doctoral-info>. You are responsible to know the contents of these documents and follow all procedures so you should review them carefully.

The General Exam (sometimes called the “Specialist Exam” within the physics department) must be completed by the end of your 7th semester at the latest. The General Exam is synonymous with the Graduate College General Exam.

Graduate Student Name:

Graduate Student email:

Advisor Name:

Each step of the checklist must be completed. Put all dates below in format MM/DD/YYYY.

[ ]  1. Finish qualifiers at the Ph.D. level. Date:   /  /

[ ]  2. Submit an *Advisory Conference Report* to the graduate college **at least one semester before you plan on taking the General Examination** (General). This report may have been submitted at the same time as your Program of Study Form for your non-thesis Master’s degree.

* 1. Date of form submission:   /  /
	2. Planned semester of General Examination:

[ ]  3. Submit the [*General Exam Application for Doctoral Degree*](https://dynamicforms.ngwebsolutions.com/Submit/Form/Page?form=a961e489-b741-487f-bac9-91c2ae8a54f7&page=149335&section=126280&token=95Ni7lhoYows8hhC79DCmJz5wK8%2Bm8Alup6jxpW4X2I%3D) using the online form, not a paper version, found at <https://www.ou.edu/gradcollege/forms> to the Graduate College no later than the second week of the semester you plan on taking your general exam and at least four weeks before the oral part of the exam will be taken. (You may apply the results of your general exam toward the non-thesis exam requirement for the master’s degree if you do not already have a physics master’s degree from another institution and if you have not received the masters based on your qualifying exams. To do so please see steps 1 through 3 on the “Checklist for the Non-Thesis Master’s Degree.”)

* 1. Date of form submission:   /  /
	2. Planned date of oral exam:   /  /

[ ]  4. Submit a complete copy of the written part of the general exam to your committee at least **four weeks** before the oral part of the exam. This is a hard deadline and failure to meet the deadline will result in a postponement of the oral portion of your general exam.

* 1. Date written part of the General Exam submitted to committee:   /  /

[ ]  5. You should receive provisional approval of the written part of the General Exam by at least two-thirds of the members of your committee **at least 7 days before the oral** part of the exam. The provisional approval must be reported to the Graduate Studies Committee Chair by the student’s advisor. Failure to meet this deadline will result in a postponement of the oral part of your general exam.

* 1. To satisfy this requirement, the student’s advisor must sign this form below and **an electronic copy of this form must be submitted to the graduate studies committee chair** completed in its entirety up through point 5 at least one week before the oral part of the exam.

Advisor’s Signature:       Date Completed:   /  /

[ ]  6. Advertise your general exam to the department via email at least 48 hours before the oral part of the exam. Advertising it a week before is even better to accommodate people's schedules.

[ ]  7. The committee should approve the written and oral part of the general exam and sign the *Authority Report Form*. The form must be returned to the graduate college within 72 hours after the committee meeting.

* 1. Date of actual oral exam:   /  /
	2. Date the Authority to Report Form submitted to the Graduate College:   /  /
	3. Committee Members:

[ ]  8. Are you using the results of your general exam to obtain your non-thesis masters degree (not applicable if you used the qualifying exam to receive your non-thesis masters degree)?

[ ]  Yes [ ]  No

[ ]  9. Your committee chair must send electronic confirmation of the written part of the General Exam to the graduate studies chair within 72 hours of the written exam. The confirmation should include this completed form.

I certify that student

has satisfactorily completed both the oral and written part of the Graduate College General Examination:

Advisor Signature:       Date:   /  /

When this form is completed, it should be sent to the chair of the Graduate Studies Committee.