

## 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 Winter quarter of their 3<sup>rd</sup> year. Contact the Faculty Grad Advisor if you need an extension. Extensions through Spring quarter are common.

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.

\_\_\_ 1. Discuss ATC with your research advisor and make sure that the time is right for you to advance, noting both Note 1 and Note 2 above. Contact the Faculty Grad Advisor if you need additional advice. 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.).

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

\_\_\_ 3. At least **2 wks before** the exam is to be held, contact the Staff Graduate Advisor to have a wiseperson assigned to you and to receive additional instructions.

\_\_\_ 4. After establishing a committee, time, and date, send the following information to the Staff Graduate Advisor: names of committee members, date and time of exam (schedule a two hour block of time), location of exam (the graduate or undergraduate advisor may schedule a room for you, area of study, tentative title of dissertation.

\_\_\_ 5. At least **1 wk before** the exam is to held, 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.

\_\_\_ 6. **One or two days before the exam:** Remind each member of the committee (and the wiseperson) as to the time and date of the exam.

\_\_\_ 7. Complete the exam and return the forms to the Graduate Program Assistant.

\_\_\_ 8. After advancing to candidacy you are required to pay a \$90 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