

Oral PhD Qualifying Examination

Requirements: The oral part of the PhD Qualifying Examination takes place only after all written examinations have been passed. The oral examination must be taken no later than the beginning of the fourth year of graduate study and must be completed at least two terms before the date of graduation. Normally, a student may only take the examination once. The PhD Qualifying Examination, consisting of both oral and written parts is a prerequisite for admission to candidacy.

Attendance: All supervisory committee members must be present either physically or electronically. Any member other than the chair of the supervisory committee may video conference into the Examination, if necessary.

If you add or change committee members after the original committee is formed, a change of committee form is required and all members of the committee must sign the new form affirming that they are in agreement with the changes made to the supervisory committee. If deletions are made to the committee, the member who is being removed must provide written consent (email is acceptable) that they are aware of being removed from the committee. The form should then be given to the academic assistant (Kristen) to collect the graduate coordinator's signature. Once approved, the academic assistant will then submit the changes to committee electronically. This process should be completed well before any oral examination, and in particular, before the term of graduation.

Scheduling: Oral examinations are typically scheduled for a two hour period. It is the student's responsibility to arrange a time when all committee members can meet. Upon agreement on a suitable time, the student should arrange with the academic assistant or another staff member to have a room reserved for the examination and provide the information requested below.

The department requires that this form be filed with the academic assistant at least ten business days before the date of the oral examination.

Printed Name of Supervisory Committee Chair: _____

Signature of Supervisory Committee Chair: _____

Proposed Title of Dissertation: _____

Proposed Date of Examination: _____ Proposed Time: _____ Proposed Location: _____

Proposed Month and Year of Graduation: _____ Date Form Submitted: _____

Signature of Student: _____

DO NOT WRITE BELOW THIS LINE

(For Internal Use Only)

Official Announcement to Committee: _____ Reminders Sent to Chair of Committee: _____

Room Booked: _____ GIMS Form Printed and Placed in Academic Folder: _____

Conferencing Procedures Sent via Email to Members Who May Be Absent: (If Applicable): _____