

## CANDIDACY EXAM INSTRUCTIONS

1. Complete the “Doctoral Notification of Candidacy Examination” form. Submit the original to the Graduate School and a copy to the Office of Academic Services in 227 Arps Hall. It must be received in the Grad School at least two weeks prior to the oral portion of the exam.
2. Meet with your faculty advisor to discuss arrangements for the exam and determine who will serve as the proctor. The written portion of the Doctoral Candidacy Examination may be administered within a limited time period or sequentially over an extended time period.
3. Reserve a room for each day of the exam. Check with the secretary in 333 Arps for available rooms.
4. Your advisor as Committee Chair is responsible for coordinating the preparation of the questions in conjunction with the Committee members.
5. Each Committee member should submit two copies of his or her examination questions to the Committee Chair at least one week in advance of the exam. The following information should be listed at the top of the page:
  - 1) student’s name
  - 2) name of the faculty member submitting the questions
  - 3) day of the exam and the date (e.g., Day 1, March 3)
  - 4) specific time allotted (e.g., 10:00 am-2:00 pm)
  - 5) any special instructions (e.g., proctored exam or take home)
6. At least two days prior to the exam, confirm with your faculty adviser that all of your committee members have submitted their questions. Pick up your questions from your faculty advisor or designated proctor at the start of each day’s writing period.
7. At the end of the writing period each day, deliver a copy of your responses to the Office of Academic Services in 227 Arps Hall.
8. Make copies of your responses for each of your Committee members and for the Graduate School Representative. Consult your faculty adviser for permission to do any minor editing before making the final copies.
9. The Graduate School will notify you via email regarding the name of the Graduate Representative for the oral portion of your exam. If you have questions about the Grad Rep, contact the Graduate School by phone (292-6031) or in person (247 University Hall).
10. Deliver a copy of your written exam *and the attached excerpt from T&L’s Graduate Studies Handbook* to the Grad Rep at least one week (7 days) prior to the oral exam. There should be a minimum of 7 days and a maximum of 30 days between the written exam and the oral exam.
11. The Graduate School will mail the **Candidacy Examination Report** form to your faculty adviser. After you complete both the written and the oral sections of the exam, your committee will sign off on the report form indicating either a satisfactory or an unsatisfactory performance. Deliver the signed report form to the Graduate School.

