

Final Qualifying Examination: Take-home Format - Checklist Fall 2024

Check (√)	Dates	Activity
	Before August 26	Complete a <u>self-audit</u> of the Doctoral Plan of Work (compare the courses listed on plan to transcript to verify completion of required coursework).
	Before August 30	Set a date and time for the Oral Examination. Obtain date and time approvals from all Qualifying Examination Committee members. Request a room for the Oral Exam from the Divisional Testing Coordinator.
	By August 30	Complete the Take-Home Exam Worksheet and save it. Submit the online Final Qualifying Examination Registration form and upload the worksheet to the submission . Request a room for the Oral Exam from the Divisional Testing Coordinator.
	September 9 – October 8	Window for starting the written take-home examination: You must start the exam between September 9 – October 8.
	September 23 - October 25	Window for ending the written take-home examination: You must end the exam between September 23 and October 25 (dependent on the start date).
	No later than 30 days following completion of the Written Exam	The Oral Exam must be held within 15 to 30 days after completion of the written exam. The Oral Exam may not be held on October 14, October 15, November 5, November 27 – November 29 and on Study Day (December 11).