

Final Qualifying Exams: Traditional Format - Checklist Fall 2024

Check (√)	Dates	Activity
	Before August 26	The student should complete a <u>self-audit</u> of the Doctoral Plan of Work (compare the courses listed on the plan to the transcript to verify completion of required coursework).
	Before September 11	Set a date and time for 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 September 11	Submit the Final Qualifying Examination Registration form to Academic Services (via online form).
	By September 25	Familiarize yourself with computers and word-processing software (Microsoft Word) in the computer lab (room #114.6 in the College of Education)
	By September 25	An e-mail confirmation of approval for the Qualifying Examination Registration and audit of doctoral coursework sent to student and advisor.
	October 3 at 8:30 a.m.	Orientation in room 423.3 (Faculty Lounge), Education. The Written Examination will follow the Orientation and testing continues Friday. The Orientation is mandatory. Testing rooms will be announced at the Orientation.
	October 3 and 4	Written Exams held: 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. Note: If the university (or building) is closed or moves to remote operations the examinations will be moved to October 10 and October 11.
	October 7 – October 18	Written Examination Grading Period
	October 21 – December 10	Oral Qualifying Exams (the specific date and time is set by the student and the committee). The Oral Exam may not be held on November 5, November 27- November 29.