



Graduate Education
Office 489 Education
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Winter 2025 Take-Home Qualifying Exam Worksheet

Name: _____

Directions: This worksheet is to be completed by the student and the advisor and submitted with the Qualifying Exam Registration Form.

*Note: The written exam may begin as early as **Tuesday, January 21** and must be completed by **Friday, March 7**. Unless otherwise noted, "days" refers to days that Wayne State University is in session Monday through Friday. Calendar days refer to consecutive days including Saturdays and Sundays and days when WSU is not in session.*

1. When will my take-home exam period begin and end?

a. Identify the first date of your exam period: _____

You must start the exam between January 21 and February 18.

b. Determine **18 consecutive calendar days** from the date listed above and enter the last date of your exam period: _____

You must end the exam between February 7 and March 7.

When planning the exam sessions below take into account the time frame above (the first and last date of your exam period). Following the conclusion of Exam Session 1, you may take a 1 or 2- day break before Exam Session 2 must begin.

2. Session 1: Questions and Responses

a. You will receive questions from your advisor (or his/her designee) at the agreed upon date and time (no later than 5:00 p.m.). *Note: The date listed below is the same date as 1a.*

Month

Day

Time

- b. You will submit your responses to your advisor (or his/her designee) on the same day of the following week at the agreed upon time (no later than 5:00 p.m.):

Month Day Time

3. Session 2 Questions and Responses

- a) You will receive questions for your advisor (or his/her designee) at the agreed upon date and time (no later than 5:00 p.m.). *Note: Session 2 must begin no later than 2 days from the date listed in 2b.*

Month Day Time

- b) You will submit your responses to your advisor (or his/her designee) on the same day of the following week at the agreed upon time (no later than 5:00 p.m.):

Month Day Time

4. Grading Period: Two (2) weeks beginning on the Monday following completion of the written exam (see date in 3b above).

Grading Period Starts: Monday, Month _____ Date _____

Grading Period Ends: Friday, Month _____ Date _____

5. **Oral Exam:** Your Oral Exam must be held within this timeframe: 15 to 30 business days (refers to days that WSU is open Monday through Friday) after the completion of the written exam.

Range of Oral Exam:

Indicate the 15th day after the date listed in 3b: _____

Indicate the 30th day after the date listed in 3b: _____

Indicate the agreed upon date and time of your Oral Exam (within the range listed above):

Date

Time

6. **Reporting Exam Results:** The advisor will submit to Academic Services your exam results within 10 days of the Oral Exam.