**GWS Qualifying Exam Checklist**

March 2016

**Student**

\_\_\_\_\_\_**Confirm that you have met coursework requirements** (check your coursework sheet, discuss this with committee chair, check with DGS)

**\_\_\_Work with your chair and committee to compile the Reading List**

The reading list must be approved by all committee members.

\_\_\_\_\_\_**Select a date and time for the written and oral exam**

The student should work with the committee chair and committee to select a date and time for the written exam. The written exam is three weeks long. The oral exam must be passed within one month of the day the written exam is turned in.

The student should send out a Doodle poll, in consultation with the chair.

Once a date and time is determined, contact Michelle del Toro for the room reservation.

\_\_\_\_**Submit Request form for the Oral Exam**

The request to schedule the Oral Qualifying Examination should be submitted at least two weeks prior to the date of the examination. The official form link to schedule the exam: [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\_Screen.cfm](https://exchange.uky.edu/owa/redir.aspx?SURL=6eNUbV81ZhVDkuHx08-tnRIuFsuthYkfsoRW2SBBf6le8LYWPCzTCGgAdAB0AHAAOgAvAC8AdwB3AHcALgByAGUAcwBlAGEAcgBjAGgALgB1AGsAeQAuAGUAZAB1AC8AYwBmAGQAbwBjAHMALwBnAHMALwBEAG8AYwB0AG8AcgBhAGwAQwBvAG0AbQBpAHQAdABlAGUALwBTAGUAbABlAGMAdABpAG8AbgBfAFMAYwByAGUAZQBuAC4AYwBmAG0A&URL=http%3a%2f%2fwww.research.uky.edu%2fcfdocs%2fgs%2fDoctoralCommittee%2fSelection_Screen.cfm)

The oral exam is conducted by all members of your committee and lasts up to

two hours. Typically, in the oral examination faculty members ask students to expand on and clarify their written answers to questions.

Students must pass both parts of the exam (written and oral). Students will be informed no later than the end of the oral examination whether they have passed or failed the written and oral components of the examination.

**\_\_\_Begin and end exam on agreed upon start and end date/time.**

Make sure you have discussed with your chair who will send you the exam and who you should send the exam to once you have completed it.

**\_\_\_Decide how each committee member will receive the written exam.**

The student should ask each committee member whether an electronic copy or hard copy is preferable. If committee members prefer hard copies, it is the student’s responsibility to make copies and provide these to the committee member(s).

**Committee Chair**

\_\_\_\_\_\_**Confirm that the student has met coursework requirements** (check their coursework sheet, discuss this with student, check with DGS)

**\_\_\_Work with the student and committee to compile the Reading List**

The reading list must be approved by all committee members.

\_\_\_\_\_\_**Select a date and time for the written and oral exam, in consultation with the student**

The student should work with the committee chair and committee to select a date and time for the written exam. The written exam is three weeks long. The oral exam must be passed within one month of the day the written exam is turned in.

The student should send out a Doodle poll, in consultation with the chair.

Once a date and time is determined, the student should contact Michelle for the room reservation.

**\_\_\_\_Request and Compile Exam Questions**

The written component of the exam consists of take-home exams in three parts. The exams will be administered concurrently. Students will have three weeks to complete the written exam.

All Committee members should contribute to the written exam questions

Request exam questions 4-6 weeks in advance of the written exam

\_\_\_\_\_**Send Michelle del Toro exam questions at least four days before the start date**. Make sure you write down the start time and end time along with the start/end date for the exams.

**\_\_\_Decide and make plans for who will send out the exam questions** (you or Michelle) and who will receive the completed exam (you, Michelle, entire committee)

**\_\_\_Check in with committee for feedback on written exam**

**\_\_\_On the day of the oral exam: Print and bring form to sign for Qualifying Exam**

You should have received this form from the Graduate School 2-3 days before the exam. If you have not received it via email 2-3 before the exam, contact the DGS asap.

After it is signed, let the DGS know it is completed and place in the DGS mailbox. The DGS will forward it to the Graduate School.

**Committee Members**

**\_\_\_\_Be available for committee meetings and/or meetings with student**

**\_\_\_\_Provide input for Reading Lists**

\_\_\_\_**Respond to requests for exam questions**.

These should be sent to you 4-6 weeks in advance of the written exam. Please send in your questions promptly.

**General Reminders**

🡪 **The dissertation proposal defense**

The dissertation prospectus must be defended in front of the entire advisory committee.

The prospectus must be defended within 6 months of passing the qualifying exam. Prospectus components are listed in the GWS Graduate Handbook.

🡪**GWS 767**: This is a 2-credit course, but counts as the equivalent of full-time status. It is the residency credit for dissertation research after the qualifying examination. You may register for this course in the semester of the qualifying examination. After the qualifying exam, continuous enrollment (Fall and Spring) until the dissertation is completed and defended is required. (However, you do not need to be physically present on campus while enrolled for credit after the qualifying examination.) *You can only register for 767 during the semester when you will complete the exam, which means that the written and oral parts need to be completed and evaluated before the end of that semester*.

Before you enroll in 767, you should have completed all other coursework. (If you have funding: The Graduate School will not cover any additional coursework if you are enrolled in 767. The only exceptions are certificate courses and remedial courses, and both require petitions for exceptions before you enroll in them)

**🡪Retaking the Qualifying Exam**

-Students who fail the qualifying exam must retake the entire exam (both written and oral).

-The minimum time between examinations is four months. A second examination must be taken within one year after taking the first examination.

-If a student fails the qualifying examination on the first attempt, the Advisory Committee may not be changed prior to re-examination without approval of the Dean of the Graduate School.

-Students who fail the qualifying exam twice will automatically be dismissed from the program.