

## Report on a Qualifying Oral Examination

To the student: Please fill out Part I below and give the form to the Chair of your Committee.

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### Part I. Student Information

Name: \_\_\_\_\_ Date of Oral Exam \_\_\_\_\_

Title of the Essay: \_\_\_\_\_

Name of the Qualifying Committee Chair \_\_\_\_\_

Names of the Other Committee Members \_\_\_\_\_

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### Part II. Committee's Report

Please check one box below:

The student passes the Qualifying Exam.

The student fails the Qualifying Exam.

Comments \_\_\_\_\_

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### Part III. Signatures

\_\_\_\_\_  
Chair, Qualifying Exam Committee

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

## **Rules Concerning Qualifying Exam**

The Qualifying Exam consists of an essay (about 15 pages long), together with an oral, on a topic that the student plans to pursue further in the dissertation. The Exam will test whether the student is ready to write a dissertation on the chosen topic.

The Qualifying Exam is normally taken after the student has completed all the course work for the PhD. Once the student has passed the Qualifying Exam and has satisfied the course requirements, he or she will be nominated to candidacy. (For information on candidacy, see the section titled, "Requirements for the Degree of Doctor of Philosophy" in the *University Graduate School Bulletin*.)

### **Notes:**

- a. The Qualifying Exam will be administered by an *ad hoc* committee, consisting of at least three members that will later evolve into the student's dissertation committee. A representative of the Minor may be included on the exam, if the Chair of the committee finds it desirable. Note that the University requires that a member representing the student's minor must belong to the *dissertation* committee.
- b. The essay written for the Qualifying Exam will contain indication of the further work that the student wishes to pursue in the dissertation.
- c. The Qualifying Exam should be taken by the end of the three years (six semesters) of full-time graduate study.

### **Instructions for the Student**

1. Please fill out Part I of this form and give it to the Chair of your committee.
2. If you have completed all course requirements, go to:  
<https://one.iu.edu/task/iub/nomination-to-candidacy-for-phd>  
Fill out the online form.
3. Once you have assembled your research committee, go to:  
<https://one.iu.edu/task/iub/phd-nomination-of-research-committee>  
Fill out the online form.

### **Instructions for the Committee**

If the exam is completed in person:

1. The Committee Chair should complete Section II and wet-sign the form.
2. All other present committee members should wet-sign the form.
3. The Committee Chair is responsible for bringing the physical form to the Graduate Coordinator to be kept on record.
4. Any committee member that was not present should email the Graduate Coordinator\* their decision regarding the exam (pass or fail).

If the exam is completed online (i.e. via Zoom):

1. The Committee Chair should complete Section II, e-sign the form, and email it to the Graduate Coordinator.\*
2. All other committee members should email the Graduate Coordinator\* their decision regarding the exam (pass or fail).

\*The current graduate coordinator is Gwen Fisher: [gwenfish@iu.edu](mailto:gwenfish@iu.edu).