

NAVIGATING THE DOCTORAL DEGREE CANDIDACY EXAMINATION

Student: _____ (signature) Advisor: _____ (signature)

The candidacy examination is a single examination consisting of two portions: written and oral.

Both portions must be completed at least one semester before a student defends and graduates.

Doctoral candidacy committee: includes at least four current graduate faculty, including the primary advisor and the co-advisor (if applicable). The primary advisor must have a P status while the rest of committee members can be M or P.

Note: PhD students may only use committee members with the current (CURR) designation.

Both student and advisor need to initial each step below:

CANDIDACY EXAMINATION PROCESS

- ___ Student MUST be registered for **at least 3 graduate hours** during the semesters of both the written and oral exams
(Funded & international students may be required to register for more). STIFF financial implications if not.
- ___ Student & advisor have read and understand section 7.3 of Graduate School Handbook: Candidacy Examination <https://gradsch.osu.edu/handbook/7-3-doctoral-candidacy-examination>
- ___ Student & advisor have read & understand section 7.4 of Graduate School Handbook: Written Portion of Candidacy Examination <https://gradsch.osu.edu/handbook/7-4-doctoral-written-portion-candidacy-examination>
- ___ Student contacted & confirmed with all committee members that they are available and can attend the full duration) of oral exam. Student worked with advisor to set and arrange the time frame for the written exams and solicits necessary materials from exam committee members (if necessary).
- ___ Date of oral exam is being held no later than Grad School's deadline for "Examination & Report completed by"
- ___ Oral exam is taking place during announced university business hours, Monday through Friday
- ___ Student has submitted "Application for Candidacy" in GradForms and had it approved by advisor and Chair of Graduate Studies **at least 2+ weeks** prior to oral defense. The Chair of Graduate Studies will review student's advising report to assure eligibility for candidacy.
- ___ The oral examination portion will be held after the written exam and within one month of the completion of the written portion. This is required.
- ___ Student, advisor, & committee are all aware that results of oral candidacy examination must be posted into GradForms within 24 hours of the examination.
- ___ Student & advisor have read and understand section 7.5 of Graduate School Handbook: Oral Portion of Candidacy Examination <https://gradsch.osu.edu/handbook/7-5-doctoral-oral-portion-candidacy-examination>

POST CANDIDACY

- ___ If Candidacy Examination is passed - student & advisor are aware that student must enroll in 3 credit hours every autumn and spring semester of their candidacy (summer excluded) until graduation. Student may enroll in more with advisor support.
- ___ Student & advisor are aware that student can be a Candidate no more than 5 years without petitioning for an extension (of one semester)
- ___ Student & advisor are aware that student must enroll in a minimum of 3 credit hours EVERY autumn & spring term during that 5-year period.