

Qualifying Exam Instructions STUDENT CHECKLIST

BEFORE

1. **Supervisory Committee Request Form** – Students should have already submitted their *Supervisory Committee Request form* to the PhD Office.
2. **Program of Study Form** – Complete all coursework listed on the *Program of Study form*, with the exception of the Philosophy of Science course, with no outstanding T or I grades. Submit the form to the PhD Office.
3. **Research Paper Form** – The *Research Paper Form* must be approved by the supervisory committee and submitted to the PhD Office.
4. **Data Analysis Techniques Certification Form** – The *Data Analysis Techniques Certification form* must be approved by the supervisory committee, verifying that the student is competent with relevant data analysis techniques and computer software applications. Submit the form to the PhD Office.
5. **Notify the PhD Office** – The student should notify the PhD Office the semester prior to taking their exam to confirm that they have met all the above requirements.
6. **Select a Date and Time for the Written Exam** – Once the student has notified the PhD Office, he or she should work with the committee chair to select a date and time for the written exam. Students typically take the qualifying exams at the end of the second year, and they must be completed no later than the second semester of the third year.
7. **Room and Laptop Reservation** – The student should notify the PhD Office with his or her exam date and time once they're confirmed. Upon notification, the PhD Office will reserve a room for the specified date and time and submit a service ticket to the IT Group to reserve a laptop. The internet on the laptop will be disabled unless otherwise specified.

AFTER

1. **Submit Exam Answers** – Once the student has completed the exam, he or she will save the answers to a flash drive (provided by the PhD Office) and give the drive to the PhD Office, who will save the exam answers in a permanent file and email them directly to the supervisory committee chair.
2. **Select a Date and Time for the Oral Exam** – If the student successfully passes the written exam, he or she should work with the committee chair to select a date and time for the oral exam.

3. **Notify the PhD Office** – The student should notify the PhD Office with his or her oral exam date and time once they're confirmed. The student should email rooms@business.utah.edu to request a room for the specified date and time.
4. **Admission to Candidacy Form** – At the time of the oral exam, the student should provide their supervisory committee chair with a copy of the *Admission to Candidacy form*. If the student successfully passes the oral exam, the form must be signed by all committee members, and the student must submit it to the PhD Office.
5. **PhD Candidacy** – A student who has passed the qualifying exam and completed all course work has achieved PhD Candidacy.

NOTES

1. **Philosophy of Science Course** – If the student has not completed the Philosophy of Science course (Cross-Discipline Seminar), the PhD Office will hold the Admission to Candidacy form until it is complete.
2. **Retaking the Qualifying Exam** – If the student fails the qualifying exam, they may, at the discretion of the supervisory committee, be given no more than one opportunity to retake the exam.

*For questions regarding the faculty's responsibilities, see *Qualifying Exam Instructions: Supervisory Chair Checklist*