

## **Qualifying Exam Instructions SUPERVISORY CHAIR CHECKLIST**

### BEFORE

1. **Organize the Exams** – The committee chair organizes the taking and grading of the exams.
2. **Select a Date and Time for the Written Exam** – The student 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.
3. **Compile Exam Questions** – Qualifying exam questions may be submitted by any faculty member to the supervisory committee chair.
4. **Email Exam Questions** – A few days before the exam, the supervisory committee chair should email the written exam questions directly to the PhD Office, who will then print the questions and will provide them to the student at the time of the exam.

### AFTER

1. **Grading** – The supervisory committee may allocate grading responsibilities for particular questions to individual faculty members.
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. **Oral Exam** – All supervisory committee members must be invited to attend the oral qualifying exam, vote on the outcome, and sign the student's candidacy papers. A majority of the committee must attend the oral exam.
4. **Voting** – Only the votes of the official supervisory committee can affect the outcome of the exam, and a vote of the entire committee determines whether a student passes the exam.
5. **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 student's responsibilities, see *Qualifying Exam Instructions: Student Checklist*