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| <b>FACULTY SENATE ISSUE FORM</b>   |            |
| <b>Date Submitted:</b> 12/2/2022   |            |
| <b>Title of Issue (a short descriptive title by which the issue may be referenced):</b>  |            |
| Graduate Catalog Edit: Candidacy Examination   |            |
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| <b>Description of Issue:</b>   |            |
| The Graduate Administrators' Council (GAC) recommended changes to the Candidacy Examination policy. The edits provide more details on the written and oral components of the exam which by policy must be evaluated separately. Further clarifications about the number of attempts per component were included. |            |
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| <b>Rational for Submission:</b>  |            |
| Recent student cases of candidacy examination failure, and questions about how the written and oral components are integrated in terms of exam attempts, made the need for these edits critical for students and evaluation committees to better understand the process.   |            |
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| <b>Name:</b> Robert Wojtowicz  |            |
| <b>Department:</b> Academic Affairs / Graduate School / Graduate Administrators Council  |            |
| <b>Date:</b>   |            |
| <b>Signature:</b>  |            |
| <i>Robert Wojtowicz</i>  | 11/28/2022 |
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| <b>For Faculty Senate Use Only</b>   |            |
| <b>Assigned to Committee:</b>  |            |
| <b>Date Assigned:</b>  |            |

## **Candidacy Examination**

The written and oral components qualifying a student for candidacy for the degree of Doctor of Philosophy are comprehensive in nature. The graduate program director is responsible for coordinating the administration of the written and oral candidacy examinations and will appoint a committee to administer the exams. The examination committee will be made up of at least three faculty members, all of whom must be graduate certified. Before taking the qualifying examinations, the student must meet the appropriate departmental, school and college requirements and have the recommendation of the advisor or advisory committee. The examinations are taken near the end of the student's coursework. The candidacy examinations are usually taken during the semester in which the last formal graduate courses listed in the study plan are taken.

When the student and the advisor or advisory committee have determined that the examination should be taken, the student should obtain a Request for Permission to Take the Ph.D. Candidacy Examination no later than one month before the date of the first examination. The student should secure the signature of the advisor or advisory committee and submit the form to the graduate program director, who will verify that the student meets the prerequisites for the candidacy examination. The graduate program director should be consulted on the schedule of the examinations. Once permission has been granted, postponement of the examination must have the approval of the graduate program director.

After successful completion of the written component, an oral component, which must be taken prior to the end of the next semester, is given addressing topics discussed in the written component and possible additional materials. The oral component is a serious and integral part of the qualifying procedure.

A student must pass both the written and oral candidacy examination components. The written component must be passed before the oral component may be taken. For the written examination, a majority negative vote from the examining committee will result in a failure. A failed written component must be taken again within twelve months if the student wishes to remain in the program. If the student fails the written component a second time, they shall be dismissed from the doctoral program.

Once a student passes the written component on the first or second attempt, they will proceed to take the oral component. . A failed oral component by majority vote of the committee must be taken again within six months. if the student wishes to remain in the program. A If the student fails the oral component a second time, they shall be dismissed from the doctoral program.

Neither the written nor the oral component can be passed conditionally. A pass cannot be made contingent upon doing extra courses, additional projects, etc.

The examination committee will report, in writing, to the graduate program director and the dean the results of the examination.

Students must be registered in any semester in which they are scheduled to appear for the examination.

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