

Guidelines for Doctoral Candidacy Examination
Department of Curriculum & Instruction
College of Education and Health Professions

Doctoral Candidacy Examinations. The doctoral candidacy examinations should be taken in the **last** six (6) hours of coursework in the field of study or during the last semester of enrollment. The examination will consist of both written and oral examinations. Students must apply at the Departmental Office at least three weeks prior to the announced written phase of the examination. All deficiencies must be removed at the time of the examination.

Variance A variance on the comprehensive examination dates may be requested by submitting a Doctoral Candidacy Examination Variance form to the Departmental Office. This form must be approved by the advisor, the department head, and the associate dean. If a variance is submitted and approved, it is the responsibility of the advisor to arrange for the proctoring of the examination.

Guidelines for Written Examination Students may have the option of answering the examination questions by a) writing responses in the "Bluebook" or b) using a computer with Microsoft Word software (Macintosh or IBM Compatible). At the time of application for the candidacy examination, students must indicate on the application that they wish to take the exams on the computer. Disks will be provided for students choosing to take the candidacy examinations on the computer. The department will not be responsible for the loss of any data during the examination period. Data disks and/or printed materials may not be reproduced. Computers will be set up with a 12-point font and double-space defaults. That format needs to be followed unless specified otherwise by the major advisor. Computers are reserved on a first come, first served basis. Printing will begin at the end of the test session. No checking or additional work may be done on the documents after printing is initiated. Dictionaries will be provided, and no hand-held/portable electronic dictionaries will be permitted in the computer laboratory during testing. Once the examination is finished and handed to the proctor, it cannot be retrieved by the student or otherwise changed in any way. All examination materials must be handed in to the proctor. This includes the printed examination questions, the disk(s), the envelope and your final printed answers. Personal software will not be loaded on COEHP computers; however, eligible students with special needs may request assistive technology through the Campus Access Office.

Oral Doctoral Candidacy Examinations

Oral doctoral candidacy examinations are to be scheduled by the candidate (with the approval of the major advisor) with provision of a minimum one and one-half hour time allocation during which all committee members shall be in attendance. It is suggested that all oral examinations be scheduled within a month following the written examinations. (Handbook, 23) The result of the candidacy examination is the basis for determining doctoral candidate status and any further assessments of courses or independent study.

Candidacy Examination Report (BCSS-36) should be sent by the advisor within 30 days upon completion of the exam, directly to the Dean of the Graduate School, Ozark Hall 119, with a copy in the departmental file.