



OFFICE OF GRADUATE STUDIES & RESEARCH

Exam #: _____

Qualifying Examination Application

REQUEST TO TAKE QUALIFYING EXAM – *Please Print*

Name:	_____	Date:	_____
Address:	_____	T#:	_____
City/State:	_____	Zip:	_____
Year Admitted:	_____	Phone #:	_____
Major Dept:	_____	Conc:	_____
Semester and Year of Exam	_____	Email Address: (Required)	_____

Total number of hours completed in the doctoral program: _____

Eligibility Requirements: (1) Completion of between 12 and 21 semester hours. A student who has completed more than 21 hours must have special permission (see below*), (2) GPA = 3.00 or above with no incomplete grades or “C’s”, (3) Proof of having completed a masters or Ed.S. degree in doctoral major – attach documentation, (4) Required signatures. All students enrolled in the Doctoral program beginning Spring 1998 must take and pass the Qualifying Examination.

Applicant Signature	Date	Advisor Signature	Date
Department Head Signature	Date	College Dean	Date

* The Department Head will be given a written explanation by the student for the accumulation of classes beyond 21 hours. This explanation must be signed by the student’s advisor. Students who have transferred into an Ed.S. degree program are held to 12 hours credit before taking the Qualifying Examination. In this case, hours beyond 12 also need a written explanation signed by the advisor. Student may lose hours if the explanation/rationale is deemed inadequate. Please check one of the following options.

☐ EXPLANATION
ACCEPTED

☐ EXPLANATION
NOT ACCEPTED

Department Head Date

EXAMINATION RESULTS

☐ Pass ☐ Fail ☐ No Show

Department Head Date College Dean Date Graduate Dean Date

RECOMMENDATION

Student permitted to retake exam

Next Exam Date

Student dismissed from program

Department Head Signature Date