



OFFICE OF GRADUATE STUDIES & RESEARCH

Exam #: \_\_\_\_\_

# Qualifying Examination Application

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## REQUEST TO TAKE QUALIFYING EXAM – *Please Print*

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

**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

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\* 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.

<input type="checkbox"/> EXPLANATION ACCEPTED	<input type="checkbox"/> EXPLANATION NOT ACCEPTED	_____ Department Head	_____ Date
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## EXAMINATION RESULTS

<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> No Show
_____ Department Head	_____ College Dean	_____ Graduate Dean
_____ Date	_____ Date	_____ Date

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## RECOMMENDATION

<b>Student permitted to retake exam</b>	<b>Next Exam Date</b>
<b>Student dismissed from program</b>	_____

_____ Department Head Signature	_____ Date
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