

Oral PhD Qualifying Examination

Requirements: The oral part of the PhD Qualifying Examination takes place only after all written examinations have been passed. The oral examination must be taken no later than the beginning of the fourth year of graduate study. Normally, a student may only take the examination once. The PhD Qualifying Examination, consisting of both oral and written parts, is a prerequisite for admission to candidacy.

Attendance: At least five appropriate graduate faculty members must be present, including all supervisory committee members. The oral exam may be conducted either in person or electronically, or in a hybrid format. There is no requirement for the student and chair or any committee members to be in the same physical location, but in all cases the student and all committee members must be present in the meeting simultaneously.

If you add or change committee members after the original committee is formed, a change of committee form is required. Any changes must be made **at least two months** prior to the date of the oral exam. The change of committee form should be emailed to the graduate secretary to be approved by the graduate coordinator and submitted electronically.

Scheduling: Oral examinations are scheduled for a two-hour period. It is the student's responsibility to arrange a time when all committee members can meet. Upon agreement on a suitable time, the student should complete this form and provide the information requested below. To meet graduate school requirements, this form must be filed **ten (10) business days before the date of the examination.**

Printed Name of Supervisory Committee Chair: _____

Signature of Supervisory Committee Chair: _____

Area of Specialization: (e.g. Algebra/Group Theory): _____

Title of Dissertation: _____

Proposed Date of Defense: _____

Proposed Time: _____

Location: ☐ In-person (room will be assigned by staff) ☐ Via Zoom ☐ Hybrid (both)

Please include Zoom Link Below if Applicable:

Proposed Month/Year of Graduation: _____

Signature of Student: _____

Date Form Submitted: _____