

Application for Candidacy [WE]

Student replies to Graduate Studies Coordinator's call for Candidacy Exam participants in the coming term (typically sent about two weeks before the start of AU or SP term; the Exam is not offered during SU). To be eligible, the student must have completed four PhD Core Courses and earned cumulative GPA of 3.0+. **Grad Studies Coordinator** reviews student's records to confirm eligibility and, if eligible, the student will be provided with further instructions.

- For more information about items below, see mse.osu.edu/candidacy-examination-we
- **Publication requirement**—The **student** is to provide a verbal summary of progress to the committee.

On or before 8:00 a.m. on Tuesday of third week of term:

Advisor sends email to the Graduate Studies Coordinator listing the three faculty who will serve with the advisor on the Candidacy Exam Committee. Submission of the list is confirmation that all are willing and available to serve on the committee. The **Graduate Studies Committee (GSC)** will review the committee membership and require changes, if necessary.

During the fourth week of term:

The **Grad Studies Coordinator** will provide the student's committee members with a reminder of service as well as provide the student with further instructions about the Dissertation Proposal format, length, content, and other exam details.

Student is to arrange with his/her committee members a date, time, and location for the exam. The oral portion of the Candidacy Exam is two and one-half hours in length; a 30 min Dissertation Proposal presentation plus two hours for the oral exam. The oral examination must occur during university business hours.

Three weeks before the Candidacy Exam date:

Student must file an *Application for Candidacy* through [GradForms.osu.edu](https://gradforms.osu.edu) (the exam date, time, and room are required in order to submit the *Application for Candidacy*).

- **Note**--Written exam start date = 1st day of the term; end date = two weeks before exam date.

No less than two weeks before the Candidacy Exam date:

Student is to upload his/her Dissertation Proposal to Carmen for an originality review. This serves as the written portion of the Candidacy Exam. **Student** is also to email the Graduate Studies Coordinator alerting him to the fact that the Proposal has been submitted.

Graduate Studies Coordinator provides to the Committee the student's: 1) Advising Report, 2) Dissertation Proposal, and 3) Dissertation Proposal originality report.

Advisor and GSC Chair must post approval on GradForms confirming that the exam should proceed.

On the Candidacy Exam date:

The Candidacy Exam gauges the student's readiness to enter Ph.D. Candidacy. The exam is to be two hours in length.

- *Prior* to the examination, a 30 min Dissertation Proposal is to be presented by the student.
- A verbal review of the student's progress in meeting the Publication requirement will be addressed, as well.

Candidacy Examination Committee members will be granted access to the student's *Report on Candidacy* in [GradForms.osu.edu](https://gradforms.osu.edu) to post a satisfactory / unsatisfactory decision once the exam has begun. A decision must be posted by *each* committee member before the *Report on Candidacy* will be accepted by the Graduate School.

Following the Candidacy Exam:

Satisfactory completion: **Graduate Studies Coordinator** will provide the student with post-candidacy instructions concerning minimum enrollment, Dissertation Overview deadline, and how to apply for a Master's based on Candidacy Examination.

Unsatisfactory completion: **Graduate Studies Coordinator** will provide the student with Second Candidacy Exam instructions if the Candidacy Exam Committee permits a second attempt at the exam.