Fall 2012
Deadline to apply for Qualifying Exam – 9/10/12
Qualifying Exam Dates – 10/8, 10/9, 10/10/12
Examination Results due to Graduate Studies – 11/16/12

Spring 2013
Deadline to apply for Qualifying Exam – 1/22/13
Qualifying Exam Dates – 2/18, 2/19, 1/20/13
Examination Results due to Graduate Studies – 3/29/13

Summer 2013
Deadline to apply for Qualifying Exam – 5/28/13
Qualifying Exam Dates – 6/24, 6/25, 6/26/13
Examination Results due to Graduate Studies – 8/2/13
Doctoral Qualifying Examination
General Information and Guidelines
College-wide Option

- Students applying to take the Qualifying Examination after the stated deadline will be cleared to take the exam on a space available basis.

- Application should be made using the Application to Take the Qualifying Examination Form

- Exam results may be submitted to DAC 107 (using the appropriate form and with original signatures from committee members) as soon as the results are available.

- Submit results using the Verification of Qualifying Exam Results Form

- Admission to Candidacy deadline (firm)

- Information on candidacy guidelines and deadlines is available at the link, below.
  http://www.grad.usf.edu/inc/linked-files/A2C_form.pdf

- Applying Directed Research hours to reduce the dissertation hours required: Upon the written request of the student’s major professor (via the COEDU Graduate Coordinator), directed research hours taken during the semester in which the Qualifying Examination is taken or during the semester admission to candidacy is sought, may be used to reduce the number of dissertation hours required. To use this option, all coursework must be completed (including the removal of all incomplete and missing grades), and the student must be working on the dissertation. No more than 50% of the total dissertation hours required may be applied in this way.

- Faculty proctors: Faculty who approve their students to take the exam will comprise the pool from which faculty proctors are sought. The availability of committee members is an issue that doctoral students and their committee members should discuss in advance of students being given permission to take the exam by their committees.

- Summer Administration of the Qualifying Examination:
Major professors should ensure that students understand that during the Summer, the schedules of doctoral committee members dictate timelines such as the reading of the exam, and the reporting of the exam results. Based on the availability of committee members and their Summer schedules, timelines for admission to candidacy may vary, and in many instances candidacy delayed until the Fall semester. Faculty who know that they will be unable to serve as proctors, or otherwise assist in the examination process due to prior commitments may want to suggest that their students wait and take the examination during another semester.