

Preliminary Exam Checklist

Exams are typically taken in the winter of the fourth year since failure to advance to candidacy (ABD status) by spring of the fourth year jeopardizes a student's satisfactory standing in the program.

Scheduling exams:

- Students work with their examining committee to schedule dates for exams (the Department Assistant can help with scheduling if needed, but you should make a first attempt to coordinate with faculty directly)
 - All three exams must be taken within a one-week period
- Students must email the DA a schedule of when they intend to take their exams, listing the exact dates and times, the corresponding faculty members giving the exams, and the subject areas
- Each committee member must email the DA their approval, stating that the student is ready to take the exam and that they approve the proposed schedule
- Work with the Department Assistant to be sure that a space is available on the requested to dates
- It is the responsibility of the student to make sure the Department Assistant receives each exam question from the faculty advisor at least **two business days** prior to the exam.

During the exam:

- Each exam has a three-hour time limit, unless previously approved by committee to accommodate a learning disability
- Exams are closed book and written on a “clean” laptop (with internet disabled) provided by the Department Assistant. No personal computers may be used.
- After the exam is complete, students save their exam on the desktop, and return the computer to the Department Assistant, who will send the response to the professor.
 - It is the responsibility of the student to make sure the Department Assistant receives the exam file before leaving.

After the exams:

- Each faculty members must email the Department Assistant with a pass/fail grade
- Traditionally the student meets with the examining committee after all three grades have been received to review the results, this is not required and can be accomplished through email, phone or other arrangements if not all of the committee are local