

**University of South Florida
College of Education
Application for Doctoral Qualifying Examination**

	Fall 2024	Spring 2025	Summer 2025
Deadline to Apply	September 6, 2024	January 24, 2025	May 9, 2025

What happens after this application is turned in?

Upon receiving the completed application, the College of Education's Graduate Support Office (GSO) will review the student's records to determine readiness for taking the qualifying examination. In order to be cleared, students must have no more than nine (9) hours of coursework left to complete by the start of the semester in which the qualifying examination will be taken **OR** if all coursework is completed, be registered for a minimum of two (2) graduate-level credit hours for the semester in which the qualifying examination will be taken. In addition, students should have an approved planned program of study and doctoral committee form on file in their departments and with the College of Education's Graduate Support Office. All incomplete ("I") grades and missing ("M") grades for courses on the student's program of study must be removed from his/her record. Any issues that will prevent clearance for taking the qualifying examination will be reported to the student's major professor for resolution.

Once the Application for Doctoral Qualifying Examination has been approved, you will receive an email from GSO with instructions specific to the type of qualifying examination you are taking: for College Wide, your email will list the dates, time, and location of the College Wide exam as well as direction on materials you may or may not bring with you to the examination. For Program-Specific: you'll receive directions to check with your academic department regarding assessment guidelines

What happens after the exam is completed?

Once the student has completed the Doctoral Qualifying Examination, the student's major professor will alert the student of the examination results approximately 3-6 weeks after the College-Wide examination date for the semester. (This time-frame applies to all students, regardless of the type of Doctoral Qualifying Examination completed.)

Passing the Doctoral Qualifying Examination results in a student's eligibility to enter doctoral candidacy. The Application for Doctoral Candidacy can be found at <http://www.usf.edu/education/graduate/graduate-support-office/grad-stud-resources/qualifying-exam-candidacy.aspx>

Information about doctoral candidacy will be forwarded to you from both the College of Education and the USF Office of Graduate Studies. Please read these materials carefully as they contain information regarding the procedures and deadlines you need to observe as you complete your dissertation project.

University of South Florida
College of Education
Application for Doctoral Qualifying Examination

Date:	Name:	U#:
Phone Number:		Email:
Term:	Year:	
Specialization:		Degree:

Qualifying Exam Options by Specialization:

Major Professor(s): Please indicate the exam option that the student will complete from the approved option list above and initial your approval.

Exam Option:	Major Professor	Co-Major Professor
---------------------	------------------------	---------------------------

1. Will this examination be administered over more than one semester? Yes No
 - a. Proposed dates of the student's examination:

2. Examination results will be submitted for the student during the following semester and year:

To ensure timely admission to candidacy please be mindful of the COEDU deadlines for qualifying exam results and candidacy application for the semester in question.

Student: By initialing each of the following you agree that:

	I currently have no more than nine (9) credit hours of coursework (besides dissertation credits) remaining to complete my course requirements or have completed all course work requirements.
	I am registered for a minimum of two (2) graduate-level credit hours for the semester in which I am taking the Qualifying Examination.
	I have an approved Planned Program of Study on file in my department and with the College of Education's Graduate Support Office OR a Planned Program of Study with the signatures of the student, Major Professor(s), and Department Chair is attached to this application.
	I have a completed Doctoral Committee Form on file in my department and with the College of Education's Graduate Support Office OR a Doctoral Committee form with the signatures of members and the Department Chair is attached to this Application.
	All incomplete ("I") grades and missing ("M") grades for courses on my program of study have been removed from my record.
	I have consulted with my Major Professor regarding my options for the Doctoral Qualifying Examination and have selected an approved and appropriate format.
	It is understood that if this application is not submitted by the application deadline for this semester with all conditions met, I will need to defer to a future semester.

Signatures:

	Print Name	Signature	Date
Student			
Major Professor			
Co-Major Professor			

COEDU Graduate Support Office Use Only

Application Approved:	Date Application Approved:
Dates of Examination:	
Application Withdrawn:	
Application Denied:	
Reason:	

	Print Name	Signature	
COEDU Graduate Support Office Approval			