



Office of Graduate Studies Preliminary Examination Checklist

The student is responsible for completing this checklist before the preliminary exam is scheduled. This checklist must accompany the report of the preliminary exam results. The student should initial each appropriate blank indicating that the specified criterion has been satisfied, or where appropriate, has been waived. Failure to satisfy the listed criteria may result in the given exam being disallowed in which case it will need to be retaken.

Student's Signature: _____ Date: _____

- _____ 1. Registered for semester or 5-week term during which the exam occurs. (If the entire exam is between semesters, then the student must have been registered for the preceding term.)
- _____ 2. An approved degree plan is on file with the COM OGS.
- _____ 4. GPR of 3.000 or higher.
- _____ 5. US Citizen
- _____ 6. Non-US Citizen who has satisfied at least one of the following: (a) a TOEFL score of at least 550 paper based/213 computer based, (b) a GRE-verbal score of at least 450 (c) satisfactorily passed or waived all portions of the ELPE.
- _____ 7. All committee members have scheduled or waived the written portion and agreed to attend the oral portion of the exam or found a substitute. Only one substitute is allowed; **there may not be a substitute for the Chair.**
- _____ 8. At the end of the semester in which the exam is given, there are no more than 3 hours of course work remaining on degree plan. (Does not included 691s)

If no, waiver approved by Department Head: _____

- _____ 9. The time span from the first written to the oral is two weeks. In cases of department-wide written examinations, this criterion is ignored

If no, waiver approved by Department Head: _____

Approved:

Name:
Committee Chair

Name:
Dept Head/Director

Date