PhD Candidacy Exam Student Procedures

1. Within **two years of beginning your PhD program**, meet with your supervisory committee to determine:
   a. if you are prepared to hold the examination.
   b. possible dates when you and your entire supervisory committee are available. Schedule three hours for conducting the examination (e.g., 9:00am-12:00pm or 1:00pm-4:00pm).
   c. a list of three External Examiner nominees. Do not contact the nominees prior to the examination. Please note that there are no program funds to cover travel costs of off-campus External Examiners.

2. **Allowing a minimum of six weeks**, fill in the PhD Candidacy Exam External Examiner Nomination form and submit it to the Graduate Assistant containing:

3. The Graduate Assistant will notify you when an External Examiner has been confirmed.

4. A minimum of **three weeks before the examination date** forward your proposal, timeline, and draft chapter to the Graduate Assistant for forwarding to the External Examiner. Do not send to the External Examiner directly.

5. One week before the examination, the Graduate Assistant will send a reminder email to all participating parties.

6. **On the day of the examination**, go to the examination room **half an hour early** to ensure that any technical requirements are functioning properly.

7. The Graduate Assistant will provide any forms for signature.

8. Commence the examination according to the timeline outlined in the *PhD Candidacy Examination Guidelines*.

For further details regarding participation by committee members and criteria for selecting External Examiner nominees, see the *PhD Candidacy Examination Guidelines*. 