This is a general description of all steps involved in the candidacy examination.

1. The first official step is for the student to fill in the department paper-work (manila – form). This has several components: **1)** coursework in major and the two minor areas, with approval from the advisors, **2)** an abstract of the proposal, **3)** name of committee members suggested by student and their advisor (at least three, including the advisor). This form needs to be completed **THREE MONTHS** before taking the exam - note that the abstract of the proposal may be a preliminary one.

2. After their paper-work is received by Lynn, there are two important steps we follow:

**a)** Final approval of the coursework,

**b)** Assignment of a department representative. As per our current

requirements, one of the members of the committee is assigned by the

student’s advisor -- this **CAN** be assigned by the advisor or chosen by

the student.

3. After the student is informed by **Lynn** that their form has been approved and signed by the GSC, the student can proceed to find a time and date of the exam, working with all their committee members (including the department representative). As per the graduate school requirements, the written portion of the exam must be completed at least 7 days before the oral exam. Further note that the oral component in our department has an additional requirement: that of a 30-45 minute presentation about the thesis proposal, before the 2 hour oral examination. This also needs to be taken into account while scheduling.

4. The exam NEEDS to be scheduled with the graduate school. Moreover, this needs to be done **1)** at least 14 days before the oral exam, **2)** before the written component starts. In filling the graduate school form, the department representative needs to be listed as a committee member. The graduate school ensures that the student meets all requirements for taking this exam, and the committee composition meets their rules. They also create a form through which the results of the exam can be reported. This form is sent electronically to the advisor. If the advisor does not receive this form at least one day before the exam, they should get in touch with Lynn and/or the graduate school. **AND 3) Make sure that you exam time (2 hours) is only on the form.** The Graduate School does not want to see any time outside of the exam on the form.

**See attached link:**

<https://gradforms.osu.edu>

5. Scheduling a conference room contact Lynn [lyons.220@osu.edu](mailto:lyons.220@osu.edu). If I am is unavailable anyone in the office can reserve it for you.

6. After the exam, the student must notify with **Lynn of the results of the exam**. Forgetting #2 can have an important consequence: the student may not get the raise in their stipend, which normally comes with passing the candidacy examination. Forgetting #3 may have an even bigger consequence: the exam may be considered void by graduate school.