

For students that transfer to UF with a faculty member hired from another university and that have already completed the qualifying exam at their previous university, the faculty member may petition for the student to take an alternative form of the qualifying exam based on the previous exam under certain conditions. The faculty member should contact the Graduate Coordinator for details.

Students with a minor in another department have to arrange for a written qualifying exam in their minor to satisfy the Graduate School requirements. The exam must be administered by the student's minor supervisor.

7. Oral Qualifying Exam

The Ph.D. oral qualifying exam (i.e. oral proposal) must be completed by the end of the second spring semester enrolled as a Ph.D. student. The oral qualifying exam consists of:

- Presenting his/her written research proposal
- Answering questions asked by the supervisory committee and others present

Format specifications for the oral proposal document can be found in Section VII of this document.

The Student Services Office must be notified at least one week in advance of the oral qualifying examination so the Announcement of Examination form can be mailed and the Admission to Candidacy form prepared. This form should be taken to the qualifying exam by the student, signed by the supervisory committee and returned to the Student Services Office for processing.

If the student fails the oral portion of the qualifying exam, s/he may retake it only once and it must be retaken within two semesters.

If a student fails the oral qualifying exam for a second time, the Graduate School will be notified. A re-examination may be requested but it must be recommended by the student's supervisory committee and approved by the Graduate School. At least one semester of additional preparation is considered essential before re-examination.

Between the date of completion of the qualifying exam and the date of the degree, there must be a minimum of two semesters if the candidate is in full-time residence or a calendar year if the candidate is in attendance on less than a full-time basis. The semester in which the qualifying examination is completed is counted provided that the exam is completed before the midpoint of the term. No more than five years may pass between the completion of the qualifying exam and the conferring of the degree.

The doctoral student becomes a doctoral candidate when the following requirements are satisfied:

- The student academic record is satisfactory.
- Half (12 credits) of the Ph.D. coursework credit hour requirement is complete.
- The Supervisory Committee certifies that the student has made satisfactory progress to be admitted to candidacy.
- The student has a dissertation topic approved by his/her supervisory committee.
- The student has passed both the written (including the official minor exam if applicable) and oral portions of the qualifying exam.
- The Admission to Candidacy form has the required formal approvals.