

**REGULATIONS REGARDING QUALIFYING EXAMINATIONS FOR ADMISSION TO CANDIDACY
FOR THE DEGREE DOCTOR OF PHILOSOPHY**

When a qualifying examination is given, it is the responsibility of all members of the committee to be in attendance for the entire examination. Unanticipated or unavoidable absence will be explained in detail by the Chair in the report on the outcome of the examination, and a specific plan for completion of the examination within 72 hours by ALL members of the committee will be detailed. In the event that the CHAIR is absent, the remaining members of the committee shall suspend the examination after waiting a reasonable time, and after attempting to contact the Chair. In this case, the Chair shall report the results as "No Examination" and explain the circumstances in detail. The examination shall then be rescheduled and conducted in the same manner and format as intended for the original examination. **NOTE: STUDENT MUST BE REGISTERED WHEN TAKING ANY PORTION OF THE EXAMINATION.**

1. The Qualifying Examination Committee Chairperson shall report the result of the first examination* as one of the following:
 - A. PASS: NO conditions or additional requirements may be appended to this decision.
 - B. NOT PASS: Should specify whether the student is required to retake all or part of the examination, list additional requirements, and state the exact timeline for completion of requirements to achieve a "PASS".
 - C. FAIL

Please Note: Under unusual and extenuating circumstances, as determined by the committee, the committee may suspend the qualifying examination in process, and may request that the exam be considered a "NON-EXAM". If the committee wishes to make this request, the chair must return the Report on Qualifying Examination form so indicating "no exam", and informing the Graduate Dean of the reasons.

2. In voting and deliberations, members of the Qualifying Examination Committee should follow these procedures:
 - A. **Evaluation:** The members should endeavor to reach a unanimous decision as to the qualifications of the student for successful completion of a doctoral program. They should include in their evaluations of the student such factors as relevant portions of the previous academic record, performance on specific parts of the examination, and an overall evaluation of the student's performance and potential for scholarly research as indicated during the examination.
 - B. **Unanimous Decision:** A committee, having reached a unanimous decision, shall inform the student of its decision on one of the forms listed in item (1). If a unanimous decision takes the form mentioned in 1B or 1C, the Chair of the Committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision. In the case of a 1B decision, the Committee must include in its report a further statement of its terms and inform the student of those terms. Technically, a unanimous committee is making a recommendation to the Administrative Committee of the Graduate Council; however, the Administrative Committee has delegated authority to make a decision to a unanimous committee. The decision of a unanimous committee may be changed only for cause, e.g. procedural error or probable bias, or in details of the conditions attached to a "Not Pass" decision.
 - C. **Divided Vote:** If, after due deliberation aimed at achieving a unanimous decision, it becomes evident that the committee cannot reach a unanimous decision, the Chair shall inform the student that the committee is divided. Chairs of divided committees shall be especially careful to inform the student that the majority and minority are making recommendations, that the recommendations will be subject to further review, and that the Administrative Committee of the Graduate Council or its designee will make the decision as to future action. The chair shall also notify the Dean of Graduate Studies that the Committee is divided and shall forward to the Dean separate reports from the majority and minority of the committee with their specific evaluations of the student's performance on the examination and recommendations for further action by the Administrative Committee. The Administrative Committee may, at its discretion, request individual statements from members of the examining committee and will consider a written statement from the student if one is submitted. While the deliberations of the examining committee are confidential, student records, such as written reports from committee members, are by law available to the student.
3. If the Committee reports a Not Pass or Fail, the Chair of the Committee shall inform the student of the right to appeal the committee's decision for cause. The appeal should be directed to the Associate Dean of Graduate Studies who may submit the matter to the Administrative Committee of the Graduate Council for review and recommendations.
4. In all cases, the Chair of the examining committee is responsible for reporting the result and supplying other information to the Graduate Council as required by this policy statement. In addition, in the case of pass decisions, the Chair of the examining committee is expected to notify the student of the result, and give him/her the signed application for advancement to candidacy. The Dean of Graduate Studies shall inform the student in writing in cases of not pass or fail.

*After a second examination, a vote of NOT PASS is unacceptable; only PASS or FAIL is recognized by the Dean of Graduate Studies. ONLY ONE RETAKE OF THE QUALIFYING EXAMINATION IS ALLOWED.