Preliminary Examinations: Policies and Procedures
Ph.D. in Technology Management
(Revised Sep 2022)

When students pursuing a Ph.D. in Technology Management have completed the majority of coursework identified on their approved Program of Study (POS), have completed at least the first half of the residency requirement, and have passed two (or met the equivalency of pass) of the research tools exams, they may sit for the Preliminary Examination. The Preliminary Examination is composed of a Written and an Oral component. The following information identifies the general make-up of the Examination as well as identifies responsible parties in the process. Also included are the relevant forms required by the College of Graduate and Professional Studies at Indiana State University.

General Principles of the Preliminary Examinations for the Ph.D. in Technology Management Program.

- Refer to "Specific Guidelines for the Preliminary Examinations for the Ph.D. in Technology Management Program" on the next page for details of the written and oral components of the preliminary exam.
- Students must pass the Examination in its entirety, both the Written and Oral components.
- The Written Preliminary Examination is not a repetition of course examinations but is an investigation of the student's breadth of understanding of the field of knowledge that their Program of Study has been designed to prepare.
- Questions of the Preliminary Examination are prepared as a synthesis of the areas of the General Technology Core, the Research Core, and the Technical Specialization. Knowledge gained from the student's cognate area will be integrated into the Preliminary Examination items.
- Preliminary Examination questions are developed and administered by the student's Program Planning Committee.
- Evaluation of the Written and Oral components of the Examination are completed by the student's Program Planning Committee. In the evaluation process, the student's Program Planning Committee evaluation must be unanimous. When one or more members of the committee dissent, the case will be referred to the Program Coordinator of the home campus. If a unanimous decision cannot be reached after discussions between the Program Planning Committee and the Program Coordinator, the case will then be referred to the Consortium Council for a final decision.
- Both the Written and the Oral Examinations will be evaluated as follows:

    1. **Pass**
    2. **Conditional**. This label carries with it the recommendation of the committee concerning requirements the student may meet for one re-examination. A student who does not pass unconditionally upon this re-examination has eliminated him/herself from the program.
    3. **Fail**. This label automatically indicates that the student has eliminated him/herself from the program.

- To sit for the Oral defense of the Preliminary Examinations, the evaluation of the Program Planning Committee must be a "Pass" or, if a "Conditional" has been assigned, all conditions must have been met before a "Pass" will be assigned

Specific Guidelines for the Preliminary Examinations for the Ph.D. in Technology Management Program.

1. The administration of the Preliminary Examinations will be at least twice each academic year according to the calendar prepared by the School of Graduate Studies. Specific dates may differ from the School of Graduate Studies, however those dates selected should be within two weeks of the publicized dates. Deadlines for applying for Preliminary Examinations will be the same as the publicized School of Graduate Studies dates. Exact dates of the Examinations will be determined in negotiation between the student applying to take the Examinations and the student's Program Planning Committee. With approval of the Chair of the Program Planning Committee, a candidate may take the Written Examination component at an approved professionally proctored location.

2. While all coursework on the student's Program of Study (POS) does not necessarily have to be completed (see below for coursework completion requirements), all other requirements for advancement to candidacy within the Ph.D. in Technology Management program must be met. Those requirements include:

   a) **Conditions:** Any provisions or special conditions that may have been attached to admission to the program must have been removed.

   b) **Coursework:** To be eligible to take Preliminary Examinations within the Ph.D. in Technology Management program, a student must have completed (an assigned passing letter grade must have been posted on the candidates transcript) all technology core and research core courses. In addition, a student must have no more than six (6) hours of technical specialization coursework remaining. All coursework completed prior to taking the Preliminary Examinations must be with a 3.0 or above Grade Point Average. At least one-half of the work toward the doctorate must be doctoral level coursework. The required completion of coursework does not include dissertation or internship hours.

   c) **Residency:** Student must have completed at least one of the required (two) consecutive semesters of the residency requirement.

   d) **Research Tools:** Two research tool proficiencies are required. Approved research tools include foreign languages, statistics, and computer applications. Note: The CPHD Program has been approved to substitute the completion of DTEC 6800 and SOT 703, with a "B" or better, in place of the Computer Applications Research Tool Examination option.

3. Consortium Ph.D. in Technology Management Students must write in the areas of the 1) Technology Core; 2) Research Core; and 3) Technical Specialization.

4. While the number of questions in each area will vary from Examination to Examination, students writing the Examinations will be expected to write for the following time periods for each section of the Examination. It's a 2-day event.

Day 1:

Technology Core: Two hours
Research Core: Four hours

Day 2:

Technical Specialization: Six hours

5. Scheduling of the Examination sessions will be at the discretion of the Program Planning Committee chair.

6. Results of the Written component of the Examination will be reported on the "Report of the Preliminary Examination: Written Component" form to the required parties within 4 weeks of the Examination date. Once the evaluation of the Written component has been reported as a Pass, the Oral component will be scheduled within 2 weeks. The oral part is a 2-hour event.

7. If the student has completed all coursework and passes the oral exam successfully, this is reported on "Admission to Candidacy" form. Student becomes PhD candidate and can enroll in dissertation. Please note that there's no other form for the oral component. If the student gets 'fail' or 'conditional' in the oral part, the results may be reported via email to the PhD office.