Written Prelim:

1. Submit the application for written prelim (see attachment)-discuss date for the examination with the Chair of your PP committee ("Chair").
2. You need to provide the proposed proctor site (this includes consortium campuses as well), which is reviewed for approval.
3. If you are eligible and the proctor site is approved, the Chair is notified.
4. Once the Chair is aware that you are eligible for written prelim, the chair will solicit your committee members for questions to construct the examination.
5. You will need to sign and return the Prelim Agreement form (see attachment) indicting that you will remain within the parameters and environment of the examination.
6. Once the exam is constructed and provided to the Proctor, you show up for the exam, which is a 2-day event and complete it.
7. The Proctor will return the completed examination to the Chair, who will route to the committee members for evaluation.
8. The PhD office will provide the approved evaluation form to the Chair, who will return the form upon completion by the committee.
9. The Chair will notify the student of the outcome of the written examination.
10. The Chair must provide a copy of the questions and answers along with the evaluation form to the program office to seal in the student record.

Oral Prelim:

1. If all goes well, the student will sit for the Oral Preliminary Examination, which is typically a 2-hour event on an agreed day via zoom/skype, unless the committee requires the candidate come to the Home University for a face-to-face oral examination. This will occur about 2-4 weeks after successful completion of the written examination.
2. Once you complete your oral Prelim, the Admission to Candidacy form is filed on your permanent record and is what moves you to "Candidate for Dissertation."

Dissertation:

1. Once both prelims are successfully completed and all paperwork and materials are receipted, you are eligible to move forward with initial dissertation registration.
2. Additional direction later.

Please be sure the POS is legible when returned. The PhD office cannot file an illegible POS. If you need to increase the font, fine, but stay within a 2-page document when printed.