

Student Responsibilities in the Doctoral Qualifying Exam Process

1. Email the professors that you would like to have serve on your Qualifying Exam Committee to invite them----they should be professors you took doctoral courses with in the Curriculum & Instruction Department. It is wise to get the chairperson first, and then work in concert with your chair to find the other 2 professors.
2. Once you get agreement from 3 professors, ask to meet with them individually several months before the written portion of the exam to discuss their expectations.
3. **Several weeks before you do your writing**, contact each of your committee members to schedule a mutually agreed upon time and place for the **oral portion of your examination**----the orals occur after the writing is complete----preferably during the same week as the written exam or as soon as possible thereafter----the orals take approximately 2 hours.

Thing to keep in mind: It is the responsibility of the student to bring a laptop or request a laptop (laptops are not always available). Internet access is not permitted.

4. You will write for 3 days---8 hours for each professor on your qualifying exam committee. You will schedule the 3 days of writing with Priscilla Nichols Priscilla_Nichols@tamu-commerc.edu 903-886-5537---she coordinates getting the questions to you.
If you want to write at the Metroplex campus, you will need to contact Suzanne Keifer to schedule a room. Please understand there may not be a room available for the dates you have requested. Suzanne_Keifer@tamu-commerce.edu 972-613-7591 (Computers maybe requested if needed).
5. To complete scheduling of your orals you must once again work with Priscilla Nichols to schedule a room in Commerce.
If you are doing your orals at the Metroplex; again, you must first check with Suzanne Kieffer for availability of a room.
6. **You are responsible for bringing the Doctoral Examination Form (available on the Graduate School Website) to the Orals. You are also responsible for bringing final documentation of completion of your Doctoral Residency to the Oral Exam.**
7. To avoid any parking citations in Commerce please obtain a one day parking pass at <http://www.tamu-commerce.edu/upd/vparking/parking.asp>. (If you do not have a student parking sticker.)
8. To schedule distance education network, (if your committee members cannot be on the same campus) contact Leah Kanaman for both campuses. Leah_Kanaman@tamu-commerce.edu 903-886-5511. However, be aware that sometimes the distance education network is full----in that case, you must work with all committee members to find another mutually agreeable time and place. Please confirm your distance education room with Suzanne Keifer for the Mesquite campus.

Note: **Any changes** to final schedules will need to be agreed and confirmed with your committee and notification sent to Priscilla Nichols.