Scheduling and Completing your Oral Qualifying Exam

After you pass the written qualifying exam, you will work with your Faculty Advisor to complete your pre-proposal, then schedule your oral qualifying exam. To do so, please follow these steps:

1) Enroll in EDUC 291 for 12 units with your Faculty Advisor in the term(s) you are working on your pre-proposal. Note: EDUC 291 is a variable unit course (1-12 units). You only need to add EDUC 291 if you are not enrolled in a total of 12 units for the purposes of financial aid or fellowship. If you are taking other courses while working on your pre-proposal, then you do not have to add EDUC 291 unless you are short units to reach the 12 unit minimum for the term.

2) After your Faculty Advisor signs off on the pre-proposal, you will need to nominate your oral qualifying exam committee no later than two weeks before the exam date by filling out the Oral Exam Nomination Form. To fill out a Nomination Form, login to R'Web and navigate to the R'Grad icon.

3) Prior to taking the exam, you will need to review your Degree Audit on R'Web to make sure all the required coursework is checked off. If you have any outstanding items, you will either need to complete those classes or speak with your Faculty Advisor about any appropriate substitutions/waivers. If modifications are required, fill out the corresponding petition for a waiver or substitution on R'Grad via R'Web.

4) To schedule a room, email the Graduate Program Coordinator to check room availability in Sproul Hall. It is helpful if you provide a week you think you will be ready to take the exam. Once availability is given for the room(s) in Sproul, work with your oral exam committee to identify a 1-2 hour window; send confirmed date to Graduate Program Coordinator to reserve the room.

5) The day of the exam, bring a copy of the [Report on Qualifying Examination](#) and arrive 30 minutes early to meet the Graduate Program Coordinator to open the room, verify the form is filled out correctly and allow time to setup the computer/presentation.

6) After the exam, bring the signed Report of Qualifying Examination form to the Graduate Program Coordinator to collect the Graduate Advisor's signature, and mail the original to the Graduation Division for processing the advancement to candidacy.

Note: The oral exam is a closed examination and only the nominated committee members are allowed to be present, or other Senate Faculty. If for any reason one committee member cannot be physically present, please read the policy on [Remote Participation](#).

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