

This set of forms has been improved; please review these Guidelines carefully and follow instructions.

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*FORM 1 - Ph.D. Qualifying Exam Results*

**Form 1** *Qualifying Exam Results* may be filed in the Office of Admission & Records with the Assistant Registrar **after** the student has completed the program of study. Refer to the CGU Bulletin and academic department hand-book for prerequisite checklists and requirements for the composition of the student's Qualifying Exam Committee.

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*FORM 2A - Ph.D. Advancement to Candidacy: Committee Proposal*

**Form 2A** *Committee Proposal* may be filed in the Office of Admission & Records with the Assistant Registrar after **Form 1: Qualifying Exam Results** has been completed and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

*FORM 2B - Ph.D. Advancement to Candidacy: Dissertation Proposal*

**Form 2B** *Dissertation Proposal* may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 2A: Committee** has been approved and submitted. Advancement to Candidacy is not complete until both Form 2A and 2B are completed and submitted.

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*FORM 3A - Final Oral Examination: Committee Proposal*

**Form 3A** *Committee Proposal* may be filed in the Office of Admission & Records with the Assistant Registrar after **Forms 2A& B, Advancement to Candidacy** have been completed and submitted. The Oral Exam Committee **must be approved (Form 3A)** no later than 3 weeks before your Final Oral Exam Date. The date of the Final Oral Exam (dissertation defense) **may not occur sooner than 6 months** after you have been advanced to candidacy.

*FORM 3B - Final Oral Examination Results*

**Form 3B** *Final Oral Examination Results* may be filed in the Office of Admission and Records with the Assistant Registrar after **Form 3A** has been approved. Procedures for retaking an unsuccessful examination are outlined in the CGU Bulletin.

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Please refer to the academic calendar online at [www.cgu.edu/calendar](http://www.cgu.edu/calendar) for degree-completion deadlines in the semester in which you plan to graduate.

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**Form 1** may be filed in the Office of Admission & Records with the Assistant Registrar **after** the student has completed the program of study. Refer to the CGU Bulletin and academic department handbook for prerequisite checklists and requirements for the composition of the student's Qualifying Exam Committee.

**Instructions:**

- Complete Student Information and Prerequisite Checklist.
- Print the names of the Qualifying Exam Committee members in the left-hand column below.
- Following evaluation of the student's Qualifying Exam, the committee members will indicate the results and sign in the right-hand column.

**STUDENT INFORMATION**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**CGU ID #254-** \_\_\_\_\_ **Dept:** \_\_\_\_\_ **Degree:** \_\_\_\_\_

**PREREQUISITE CHECKLIST FOR QUALIFYING EXAMINATIONS**

\_\_\_\_\_ Full Graduate Standing                      \_\_\_\_\_ First Research Tool  
 \_\_\_\_\_ 48 Units Completed (including transfer units)                      \_\_\_\_\_ Second Research Tool  
 \_\_\_\_\_ Current Registration (current semester)

Date(s) of previous attempt(s) if any: \_\_\_\_\_

Comments: \_\_\_\_\_

**QUALIFYING EXAM COMMITTEE (number of members vary by department)**

**Print committee member names and university affiliation below.**

**Committee Members sign & date below.**

1.	_____	_____	_____
	Print committee chair name	Institution / field	Signature / Date
2.	_____	_____	_____
	Print member name	Institution / field	Signature / Date
3.	_____	_____	_____
	Print member name	Institution / field	Signature / Date
4.	_____	_____	_____
	Print member name	Institution / field	Signature / Date
5.	_____	_____	_____
	Print member name	Institution / field	Signature / Date

**RESULT OF QUALIFYING EXAMINATIONS VERIFIED BY COMMITTEE CHAIR AND MEMBERS**

- ( ) Examinations passed on \_\_\_\_\_ (date)
- ( ) Examinations failed on \_\_\_\_\_ (date)
  - ( ) Student is granted another attempt to pass.
  - ( ) Student is withdrawn from doctoral program and may be considered for a terminal Master's degree.
  - ( ) Student is terminated and not permitted to register as of \_\_\_\_\_ (semester and year).

**School Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Internal Use:** Verified by (Registrar): \_\_\_\_\_ Copy to Department : \_\_\_\_\_ Processed by (Data Services): \_\_\_\_\_