

WORKFORCE EDUCATION & DEVELOPMENT

Checklist of Qualifications for Scheduling of Final Examination for Doctoral Degree

Directions:

- Use this form to notify your advisor that you believe you are qualified to receive a final examination.
- Complete this entire form and submit it to your adviser.
- You must submit the form during a semester (not summer session) prior to the semester in which you want to schedule the examination. For, instance, exams scheduled to occur during Spring Semester 2021 should be scheduled during Fall Semester 2020.
- Your adviser reviews your records and consults with your committee. If you qualify for an examination, the WF ED program office will provide the schedule for your examination to you.

Name: _____

Student Number: _____

Examination Will Occur: _____
Semester

Completed	Will Complete This Semester	Qualification
<i>Choose one</i>		
<input type="checkbox"/>	<input type="checkbox"/>	Successfully completed comprehensive examination
<input type="checkbox"/>	<input type="checkbox"/>	Currently registered for coursework in WF ED
<input type="checkbox"/>	<input type="checkbox"/>	Activated intent to graduate
<input type="checkbox"/>	<input type="checkbox"/>	Will submit a copy of thesis to each member of committee two weeks prior to scheduled final oral exam

To Doctoral Candidate:

I certify that, to the best of my knowledge, my assertions about my qualifications are consistent with my academic record. In addition, I acknowledge that a final examination is not scheduled for me unless (a) my adviser/committee concur that I possess the qualifications to schedule an examination, and (b) I fulfill any other requirements specified by the Graduate School.

Signature

Date

For Chair of Doctoral Committee:

I request that the WF ED program office schedule a final examination for this student during _____ semester _____.

Signature

Date