CANDIDACY EXAMINATION CHECKLIST
Spring 2022

The candidacy examination is a single examination consisting of two portions: written and oral. (GS Handbook, sec. 7.4-7.5)

Both portions must be completed at least one semester before a student defends and graduates. (GS Handbook, sec. 7.3) Examination portions may occur during adjacent semesters.

The Doctoral candidacy committee includes at least four approved graduate faculty, including the primary advisor and the co-advisor (if applicable). The primary advisor must have a P status while the remaining committee members may be M or P status. (GS Handbook, sec. 7.3.5 and the School of Music Graduate Handbook, pages 19 and 24)

CANDIDACY EXAMINATION PROCESS

- Student MUST be registered for at least 3 graduate hours during the semesters of both the written and oral exams (Funded & international students may be required to register for more).
- Student & advisor have read and understand section 7.3 of Graduate School Handbook: Candidacy Examination (GS Handbook, sec. 7.3)
- Student & advisor have read & understand section 7.4 of Graduate School Handbook: Written Portion of Candidacy Examination (GS Handbook, sec. 7.4)
- Student works with advisor & committee to set and arrange the date, time, and location (assured all committee members can attend) of oral exam
- Date of oral examination will be held no later than Grad School’s deadline for “Examination & Report completed by”
- Oral examination is to take place during announced university business hours, Monday through Friday.
- Student has submitted the “Application for Candidacy” in GradForms and had it approved by advisor and Chair of Graduate Studies at least 2+ weeks prior to oral defense. The Chair of Graduate Studies will review the student’s advising report to ensure eligibility for candidacy.
- The oral examination portion must be held after the written exam and within one month of the completion of the written portion.
- Student, advisor, & committee are aware that results of the oral candidacy examination must be posted in GradForms within 24 hours of the examination.
- Student & advisor have read and understand section 7.5 of Graduate School Handbook: Oral Portion of Candidacy Examination https://gradsch.osu.edu/handbook/7-5-doctoral-oral-portion-candidacy-examination

POST CANDIDACY REGISTRATION REQUIREMENTS

- If Candidacy Examination is passed - student & advisor are aware that student must enroll in 3 credit hours every autumn and spring semester of their candidacy (summer excluded) until graduation. Student may register for more than 3 credits with advisor support.
- Student & advisor are aware that the student’s Candidacy period may not exceed 5 years without petitioning for an extension (of one semester).

ACADEMIC MISCONDUCT

The Candidacy Examination is covered under the procedures and rules of the Committee on Academic Misconduct. Students may only receive assistance from their committee members during both the written and oral portions of the examination. https://oaa.osu.edu/academic-integrity-and-misconduct/procedures-rules