

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>