

# College of Education, Health, and Human Sciences

## Doctoral Preliminary Examination

Academic departments must complete this form to document each attempt of their students' doctoral preliminary examination for admission to candidacy. The completed form is required to be submitted to the Office of Academic Services and Intern Support (OASIS) after each exam attempt.

**Directions:**

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD and EdD degrees. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. This retroactive registration change is only permitted if the preliminary examination is passed by the end of the seventh week of the semester (maximum 9 hours). For term specific deadline dates, please refer to "The Academic Calendar" on the Registrar's website: <https://registrar.fsu.edu/calendar/>.

The Doctoral Preliminary Examination Form must be submitted to OASIS after each exam attempt. After successful completion of the preliminary exam, the **Admission to Candidacy Form** must also be completed by the department and filed in OASIS for submission to the Office of the University Registrar with the Preliminary Exam Results Form (pass only). Admission to candidacy must be approved by Registrar's Office prior to the student's registration for dissertation hours.

**Authenticated electronic signatures are required on forms.** Authenticated electronic signatures are obtained via Adobe Sign or DocuSign submission to all required signers. The form submission process is found at <https://cehhs.fsu.edu/oasis/graduate-students>.

**Please complete this form with information regarding the student's advancement to candidacy.**

- Students can take the preliminary examination for admission to candidacy **only two (2) times**.
  - A second failure on the preliminary exam makes the student ineligible to continue in the degree program.
- The second attempt at the preliminary exam shall occur no sooner than six (6) full class weeks after the results of the first attempt are shared with the student.
  - For the purpose of this policy, a "full class week" is defined as a week with five (5) days during which classes are held at FSU.
- Students must be registered separately for their first and second attempt, **if necessary within the same semester**, and must receive either a "pass" or a "fail" grade for **each** attempt.

**PLEASE COMPLETE THE INFORMATION BELOW – Form Fields Must Be Typed. Authenticated Digital Signatures Are Required.**

Student Name: \_\_\_\_\_ EMLID: \_\_\_\_\_ FSU Student Email: \_\_\_\_\_

Current Doctoral Committee Composition:

(Co)Major Professor: _____	(Co)Major Professor: _____
Committee Member: _____	Committee Member: _____
Committee Member: _____	Committee Member: _____
Committee Member: _____	University Representative: _____

Date of Preliminary Examination Attempt #1: \_\_\_\_\_  Pass  Fail

Date of Preliminary Examination Attempt #2: \_\_\_\_\_  Pass  Fail

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Co-)Major Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Co-)Major Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed for students with a grade of "Pass" only.**

**By signing, I acknowledge that I understand the conditions set forth in this document. I understand that from the semester in which I am admitted to candidacy, I have five (5) years to complete all University and major doctoral degree requirements.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Co-)Major Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Co-)Major Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For OASIS use only.*

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Revised May 2024