

## Final Qualifying Examination: Take-home Format – Checklist Fall 2023

Check-off	Dates	Activity
	Before August 28	Complete a self-audit of your Doctoral Plan of Work (compare the courses listed on your plan to your transcript to verify completion of required coursework).
	Before September 1	Set a date and time for Oral Examination. Obtain date and time approvals from all Qualifying Examination Committee members. Request a room for the Oral Exam from the Divisional Testing Coordinator.
	By September 1	Complete the Take-Home Exam Worksheet and save it. Submit the online Final Qualifying Examination Registration form and upload the worksheet to the submission. Request a room for the Oral Exam from the Divisional Testing Coordinator.
	September 11 – October 10	Window for starting the written take-home exam.
	September 25 – October 27	Window for ending the written take-home exam.
	No later than 30 days following completion of the Written Exam	The Oral Exam must be held within 15 to 30 days after completion of the written exam. The Oral Exam may not be held on November 23 - 24 and on Study Day (December 12).