

## Final Qualifying Exams: Traditional Format - Checklist Winter 2023

Checklist	Date	Activity
	Before December 7	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 February 1	Set date and time for Oral Exams, obtain signatures from all Qualifying Examination Committee members on <i>Final Qualifying Examination Registration form</i> , and request a room for the Oral Exam from the Divisional Testing Coordinator.
	By February 1	Submit the <i>Final Qualifying Examination Registration form</i> to Academic Services (edforms@wayne.edu).
	By February 8	Familiarize yourself with computers and word-processing software ( <i>Microsoft Word</i> ) in the Education Technology Center (114, Education).
	By February 15	E-mail confirmation of approval for the Qualifying Exams and audit of Doctoral Coursework sent to student and advisor.
	February 23 at 8:30 a.m.	Orientation in room 423.3 (Faculty Lounge), Education. The Written Examination will follow the orientation and testing continues on Friday. The orientation is mandatory. We announce the testing room location during orientation.
	February 23 and 24	Written Exams held: 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.
	March 20 through April 24	The student and the committee sets the Oral Qualifying Exam specific date and time. The Oral Exam may not be held when WSU is closed or during Spring Break (March 13 through March 18).