

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

Check-off	Dates	Activity
	Before August 28	The student should 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 27	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 27	Submit the Final Qualifying Examination Registration form to Academic Services ( <a href="mailto:edforms@wayne.edu">edforms@wayne.edu</a> ).
	By October 4	Familiarize yourself with computers and word-processing software (Microsoft Word) in the computer lab (room #384 in the College of Education)
	By October 6	E-mail confirmation of approval for the Qualifying Examinations and audit of doctoral coursework sent to student and advisor.
	October 19 at 8:30 a.m.	Orientation in room 423.3 (Faculty Lounge), Education. The Written Examination will follow the Orientation and testing continues Friday. The Orientation is mandatory. Testing rooms will be announced at the Orientation.
	October 19 and 20	Written Exams held: 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. Note: If the university (or building) is closed or moves to remote operations the examinations will be moved to October 26 and October 27.
	October 23 – November 3	Written Examination Grading Period
	November 6 – December 11	Oral Qualifying Exams (the specific date and time is set by the student and the committee). The Oral Exam may not be held on November 23 - 26.