School of Communication

The Ohio State University

**Candidacy Examination worksheet**

This worksheet must be completed by the student and submitted to the Graduate Program Office at least four weeks before starting the exam. The candidacy exam is taken only after the student has completed (or is currently finishing) all required course work for the Ph.D. program. The candidacy exam is composed of two portions: the written portion (which may include take home and/or in house questions) and the oral portion. Candidacy is reached at the end of the semester you successfully complete all portions of the exam. You must complete the process within one semester. For this, it is necessary to start the take home portion in the 9th week of the semester at the latest. If you start late, candidacy may be delayed by one semester.

**To begin the Candidacy Exam process you must file an:**

**“Application for Candidacy Examination” form**

**with the Graduate School as soon as possible, but no later than 2 weeks before the date of the oral exam.** This form must be submitted electronically via the Graduate School’s GradForms portal (<https://gradforms.osu.edu/>) and requires approval from the advisor and Graduate Studies Committee Chair. You must also meet the following requirements:

- Register for at least three credit hours during the semester(s) when the Candidacy Exam is taken (8-12 credit hours for funded students taking the exam during AU or SP semesters).

-Graduate cumulative point hour ratio must be at least a 3.3.

For more information regarding the candidacy exam please check relevant portions of the Graduate School Handbook, as well as the School of Communication’s Graduate Student Manual.

**Semester in which exam will be taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1) Please answer the following questions in the space provided:**

• Have you completed all of the courses listed in your program plan? If not, attach a detailed explanation.

• How many credits have been completed at OSU (please count course/s being taken this semester and exclude transfer credits)

• Have credits from other universities been transferred? How many (semester equivalent)?

• Please list the two consecutive semesters where you took a minimum of 8 graduate credit hours per semester. (This is to meet the Graduate School residency requirement.)

2) Selection of Candidacy Exam Format

See following page

Candidacy Exam Format

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

(Student) (Date)

**Timeline:**

1. The exam will begin on \_\_\_\_\_\_\_\_\_\_\_, 20\_\_ .

2. The written portion will be completed by \_\_\_\_\_\_\_\_\_\_\_, 20\_\_. Candidacy exams are ordinarily completed within 15 weeks.

3. The exam will consist of \_\_\_\_\_\_ in-house and \_\_\_\_\_\_\_\_\_ take-home questions (indicate number of questions).

(If applicable) In-house questions will be answered on these dates:

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_ time allotted: \_\_\_\_\_\_\_ start time: \_\_\_\_\_

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_ time allotted: \_\_\_\_\_\_\_ start time: \_\_\_\_\_

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_ time allotted: \_\_\_\_\_\_\_ start time: \_\_\_\_\_

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_ time allotted: \_\_\_\_\_\_\_ start time: \_\_\_\_\_

NOTE: This form must be provided to the graduate studies coordinator at least two months prior to scheduling any in-house portion or, if there are no in-house questions, at least four weeks prior to the proposed start date of the written exam.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee Members** | **Topic** | **Question start date** | **Response due** | **Approval (please initial)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Date of oral exam, if known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(oral exam must be held 2-4 weeks after conclusion of written exam)

By signing below, the advisor indicates that all committee members have agreed to the dates and format of the exam.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_

(Advisor) (Date)