

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)

