



Division of Health Behavior & Health Promotion Doctoral Candidacy Examination Checklist

Task	Responsible Person(s)
<input type="checkbox"/> Meet with your advisor to discuss timing of the Candidacy Exam and membership on the Candidacy Examination Committee. The Advisory Committee and Candidacy Exam Committee may have the same membership.	Student
<input type="checkbox"/> Meet with your advisor to discuss Candidacy Exam prerequisites and requirements. Consult with OAPSS for any Graduate School or form-related questions	Student
<input type="checkbox"/> Plan for the Candidacy Examination. The tentative schedule for the written and oral components of the examination should be set at least one term in advance. Check to ensure the availability of committee members.	Student and Advisor
<input type="checkbox"/> Enroll in a minimum of 3 graduate credit hours in the term during which any portion of the Candidacy Exam is taken.	Student
<input type="checkbox"/> Schedule the date for the written and oral portions of Candidacy Exam. The schedule should be set at least one term in advance. The oral exam must be scheduled at least two weeks after the completion of the written portion. <i>NOTE: One month is the maximum according to Graduate School rules.</i>	Student and Advisor
<input type="checkbox"/> Electronically submit the <i>Application for Candidacy Examination</i> form (available at gradforms.osu.edu) to the Graduate School at least 2 weeks prior to the date of the oral portion of the exam.	Student
<input type="checkbox"/> After the student submits the application, the advisor must go to gradforms.osu.edu and approve the Application for Candidacy.	Advisor
<input type="checkbox"/> Contact the Advisory/Candidacy Exam Committee and ask for written exam questions and organize the exam.	Advisor
<input type="checkbox"/> In coordination with the Candidacy Exam Committee, schedule the oral portion of the exam (2-hour block of time). Notify Advisory/Candidacy Exam Committee the location for the oral exam. Check access in the room in case a member of the committee needs to virtually attend the examination.	Student
<input type="checkbox"/> Distribute exam to student on the day(s) of the written portion. Collect exam when student has completed the written portion.	Advisor
<input type="checkbox"/> Distribute electronic copies to the Candidacy Exam Committee members within 2 days of the completion of the exam.	Advisor
<input type="checkbox"/> Check with committee members for feedback on student's performance on the written portion of the exam about 10 days after providing the members with the student's responses to the questions (at least two days prior to scheduled oral examination).	Advisor and committee members
<input type="checkbox"/> Send a reminder to Advisory/Candidacy exam Committee members of the date, time, and location of the oral exam 1-2 days before the scheduled date.	Advisor and/or Student
<input type="checkbox"/> Advisor and Committee members will electronically submit completed Candidacy Examination Report form to Graduate School within 24 hours following the oral exam.	Advisor and Committee members