

**Division of Epidemiology Doctoral Candidacy Examination Checklist**

In the Division of Epidemiology, the dissertation proposal is utilized as the written component of the PhD Candidacy Examination. Successful completion of the Qualifying Examination, approval of the curriculum plan, and formation of an Advisory Committee are requirements that must be completed before the Application for Candidacy Examination form is submitted to the Graduate School. Students are encouraged to begin planning their dissertation proposal with their advisor and Advisory Committee before they have completed the Qualifying Examination.

Task	Responsible Person(s)
<input type="checkbox"/> Meet with your Advisory Committee 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"/> Determine a schedule and deadlines for drafting the dissertation proposal (written portion of the Candidacy Exam) and schedule a tentative date for the oral portion of the Candidacy Examination. The schedule should be set at least one term in advance.	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"/> With advisor's approval, and <b>at least two weeks</b> before (but not more than 1 month before) the date of the oral portion of the Candidacy Examination, submit PDF of completed dissertation proposal (written portion of Candidacy Exam) to Candidacy Examination Committee.	Student
<input type="checkbox"/> Electronically submit the <i>Application for Candidacy Examination</i> form (available at <a href="http://gradforms.osu.edu">gradforms.osu.edu</a> ) to the Graduate School at least 2 weeks prior to the date of the oral portion of the exam.	Student
<input type="checkbox"/> Once student submits form, Advisor must go to <a href="http://gradforms.osu.edu">gradforms.osu.edu</a> and approve the Application for Candidacy	Advisor
<input type="checkbox"/> Schedule a room for the oral portion of the exam (3-hour block of time to allow 2 hour exam and buffer) and notify Candidacy Exam Committee, advisor and student where the oral exam will occur. Determine AV and computer needs, if any.	Student to ask Division Coordinator
<input type="checkbox"/> Contact Candidacy Exam Committee members to set expectations for oral exam.	Advisor
<input type="checkbox"/> Contact Advisor within 10 days after receiving the dissertation proposal (written portion of exam) with any substantial concerns.	Committee Members
<input type="checkbox"/> Send a reminder to Candidacy exam Committee members of the date, time, and location of the oral exam 1-2 days before the scheduled date.	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