



Health Services Management and Policy Doctoral Candidacy Examination Checklist

Prior to beginning the tasks on this checklist, the student must have an approved Advisory/Candidacy Exam Committee (of at least 4 faculty) and an approved PhD Curriculum Plan.

Task	Responsible Person(s)
<input type="checkbox"/> Ensure the Curriculum Proposal and Plan has been approved by the Advisory Committee and received by OAPSS.	Student
<input type="checkbox"/> Meet with your advisor to discuss Candidacy Exam prerequisites and requirements, including both written (Dissertation Proposal) and oral (Proposal Defense and Oral Examination of Coursework) portions. Consult with OAPSS for any Graduate School or form-related questions.	Student
<input type="checkbox"/> Agree on a timeline for development of the Dissertation Proposal, feedback on it from Advisor and other Candidacy Exam Committee members, and oral portion of the Candidacy Exam. Must be completed before the start of the term in which student takes candidacy exam.	Student & Advisor
<input type="checkbox"/> Enroll in a minimum of 3 graduate credit hours in the term during which any portion of the 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 starting the oral portion of the exam.	Student
<input type="checkbox"/> Once student submits form, Advisor must go to gradforms.osu.edu and approve the Application for Candidacy	Advisor
<input type="checkbox"/> Contact the Advisory/Candidacy Exam Committee to review the planned timeline, Candidacy Exam procedure, and courses student has completed.	Advisor
<input type="checkbox"/> Draft and revise Dissertation Proposal with input from Advisor and other Candidacy Exam Committee members, as guided by Advisor.	Student
<input type="checkbox"/> Schedule a room for the oral portion of the exam (2-hour block of time) and notify Advisory/Candidacy Exam Committee of when and where the oral exam will occur.	Student with assistance from College Events Coordinator
<input type="checkbox"/> Consult with Candidacy Exam Committee members about acceptability of written portion of exam based on drafts they have reviewed.	Advisor
<input type="checkbox"/> Obtain permission from Advisor to submit written portion of Candidacy Exam (Dissertation Proposal) to Candidacy Exam Committee members.	Student
<input type="checkbox"/> Submit written exam (Dissertation Proposal) to Candidacy Exam Committee members, and HSMP Chair a minimum of two full calendar weeks before scheduled oral portion of exam.	Student
<input type="checkbox"/> Review written portion of exam, notify student's Advisor of any concerns.	Committee Members
<input type="checkbox"/> Prepare questions based on written portion of exam (Dissertation Proposal) and all coursework student has completed.	Committee Members
<input type="checkbox"/> Contact Advisory/Candidacy Exam Committee members who have not yet contacted Advisor to give feedback on written portion of the exam at least two days before the oral portion of the exam.	Advisor
<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