

## Doctoral Qualifying Exam

1. After completing a substantial portion of the recommended course work, the doctoral student is required to pass a QUALIFYING EXAMINATION which is intended to assure adequacy of
  - a. content knowledge in and related to the major field of study (i.e., Applied physiology, biomechanics, exercise nutrition)
  - b. skill and knowledge in the research process and the student's general area of research.
2. This examination shall be developed, administered, and evaluated by the Doctoral Program Committee (DPC), composed of the student's major advisor and three faculty members. The student will be informed of the format of the qualifying exam at least one month prior to the exam date. The DPC is responsible for providing guidance to the student in terms of the depth and breadth of knowledge that is expected (this could be in the form of a reading list or an outline of what might be covered). The examination will consist of a one or more of the following:
  - a. The written exam
    - 1) format may be closed book, open book, or take-home.
    - 2) will be taken at a mutually agreed upon time.
    - 3) must be completed within a period of one week.
    - 4) must be restricted to between 8 to 12 hours if not a take-home exam.
    - 5) will have at least one question written by each committee member. The chair of the DPC will review all questions.
    - 6) Answers will be graded by a minimum of two committee members, but all answers will be provided to the whole DPC.
  - b. An oral examination
    - 1) will emphasize selected aspects of the written examination
    - 2) must be held within two weeks of finishing the written exam
    - 3) is limited to no more than 1.5 hours in length
    - 4) must be attended by a minimum of 3 members of the DPC.
  - c. Other types of examination may be added at the discretion of the DPC.
3. When all exams are completed, the DPC will arrive a one of the following decisions: Passed, Failed or Remedial Work Needed with Re-examination. Remediation work must be determined by the DPC and explicitly stated with a time-frame for completion. [The student must complete the remediation requirement(s) no later than the end of the term following the term in which the student initially attempted the qualifying exam, unless the required courses are not offered until a later time.] The second attempt will be developed to address specific deficiencies, but should follow the same guidelines as the first. After the second attempt, if the student fails, the student is required to withdraw from the program

4. The QUALIFYING EXAM report package will include copies of the DPC's instructions to the candidate (reading list, etc.), exam, graded answers and the justification of the DPC's decision on the candidates' performance. This must be submitted by the Chair of the DPC to the Director of Graduate Studies after each attempt by the doctoral student.