CCEE Preliminary Exam Schedule and Procedure

Exam schedule:

The written preliminary exam is administered and concluded before the beginning of the 5th semester for full time PhD students. The oral preliminary exam is administered before the beginning of the 6th semester for full time PhD students. The schedule for part-time and direct-to-PhD students is coordinated by the advisory committee and the director of graduate programs.

Exam Procedure:

*Written Exam:* The exam is coordinated by the chair of the advisory committee and the committee prepares the written exam with input from each committee member. The departmental form is used to inform both the student and the director of the graduate program of the outcome of the exam.

*Oral Exam:* The student prepares a written proposal and submits it to the committee before the exam, typically one week prior unless otherwise specified by the committee. The oral presentation is announced by the graduate programs office and is open to graduate students and faculty.

Exceptions:
Any exceptions to the above procedure require approval by the director of graduate programs.