

Department of Spanish and Portuguese Studies

GRADUATE EXAM INTENT FORM

Ph.D. Preliminary Exams

Instructions: This form will help you to navigate the Ph.D. preliminary examination process. Please complete this form as you are in contact with your adviser and exam committee to schedule your exams. *You must have filed a Degree Program Form with the Graduate School prior to scheduling your exams.* Once you have set the dates for the exams with your committee members, contact the Graduate Program Assistant as soon as possible to reserve rooms and file this form with the office. You are responsible for setting and communicating the dates of your exams to your committee members; this form serves only as a record for the Graduate Program Assistant. It may be helpful to provide your adviser with a copy of this form, but you do not have to obtain his/her signature before filing it.

Name: _____ **Term/Semester of Program Entry:** _____

Date Form is Filed with the Office: _____

Examination Committee Members

Minimum of four required: 3 major field, 1 minor or related field.

Adviser: _____

Major Field Member: _____

Major Field Member: _____

Minor/Related Field Member: _____

Additional Member(s): _____

Pre-examination Papers

Make sure that you have received adviser approval for the two papers and dissertation proposal. All three papers must be submitted to the exam committee **at least three weeks prior to the preliminary examination** as they provide a basis for framing the examination questions.

•• Dissertation Proposal

•• Paper 1 •• Paper 2

Exam Scheduling: Please discuss the best date and times for the exams with your adviser and committee members and then complete the portion below after consulting with the Graduate Program Assistant.

Written Exams: Please indicate whether you prefer to receive questions by email or hard copy. Questions will be distributed by the Graduate Program Assistant.

*Literature Students:

You will have exactly one full week in which to answer the four exam questions in an open-book format. Please select the date and time when you wish to receive your questions. They will be due exactly one week later at the same time.

Date and time to receive questions: _____ Email ____ OR Hardcopy ____

*Linguistics Students:

You will answer two questions in two consecutive weeks, receiving the questions at 3:00 pm on a Thursday and returning them to your committee members on the following Monday by 9:00 am. Please select the dates of the two Thursdays when you wish to receive your questions.

Dates to receive questions: _____ Email ____ OR Hardcopy ____

Oral Exam: Prior to the Oral Exam, contact your adviser about completing the Graduate School Preliminary Written Exam Report form and the Preliminary Oral Exam Scheduling form.

Date and Time: _____ **Location:** _____

After the Oral Exam, file the Preliminary Oral Examination Report with the Graduate School.