



APPLICATION TO TAKE THE QUALIFYING EXAM

This application is for those School Leaders Program students to apply to take the Qualifying Exam. A week before the set date of the Qualifying Exam the student must submit a signed application to the School Leaders Program Coordinator and ELRM Program Assistant to be eligible to take the exam.

Please note the following:

- Qualifying Exams are due the first Monday of November in the Fall semester, and the first Monday of April in the Spring Semester.
- Qualifying Exams will be graded by a committee of faculty excluding the prospective dissertation chair.
- Students will be informed by the end of the semester concerning whether they have passed or failed the exam.
- Students passing the exam will meet with their prospective dissertation chair and determine who will form their dissertation committee and submit a signed ADMISSION TO CANDIDACY FOR THE DOCTORAL DEGREE FORM 8 to then become a PhD candidate.
- Students not passing the exam will exercise one of the three options listed in the Qualifying Exam Policy (please see the QUALIFYING EXAM POLICY MEMORANDUM on the School Leaders PhD Program website under “Doctoral Program Forms”).
- The Qualifying Exam rubric serves as the guide for assessing the Concept Paper. Please refer to the CONCEPT PAPER GUIDELINES AND QUALIFYING EXAM RUBRIC on the School Leaders PhD Program website under “Doctoral Program Forms”).

Date:

Z Number:

Semester for Examination:

Student First Name:

Student Last Name:

Title of Concept Paper:

Prospective Dissertation Chair:

Prospective Dissertation Chair’s Email:

Student Signature

Student Email

Prospective Dissertation Chair’s Signature

Once signed by the student, this form should be immediately emailed to the Prospective Dissertation Chair who will sign it and return it to the student for their records. **The student then needs to email the form with both signatures to kdubois4@fau.edu and cc: dreyes@fau.edu.**