# Preliminary Examination Procedure Flowchart (ver. 5-8-17)

*Please see Section V. of Instructions to Graduate Students for more details.*

**Prelim Proposal:**
- Student develops concept with mentor and receives input on written proposal from mentor
- Committee is determined in consultation with mentor
- Student submits mentor-approved proposal to committee
- Student schedules proposal meeting

**Proposal Document:**
- Proposal should be written in APA-style and include 4 sections:
  - Background (Purpose of Prelim)
  - Significance (Gap)
  - Plan for the Paper
  - References
- Length: 3-to-5 pages (not including references)
- Formatting: Double-spaced, Times New Roman 12 pt, font, 1" margins

**2 weeks**

**Proposal Meeting:**
- Committee and student meet to discuss prelim proposal.
- Mentor may require a brief (5-10 mins.) presentation.
- Committee approves proposal or requires a revision of proposal.
- Mentor notifies DGS and Graduate Coordinator of Part I info of Prelim Rubric

**2 months**
- Student independently writes Preliminary Exam paper
- Oral discussions with mentor allowed if related to aligning paper with proposal
- Feedback on writing allowed from Writing Center

**Preliminary Exam:**
- By 2-month deadline, student submits Preliminary Exam to committee.
- Student schedules prelim meeting.

**Preliminary Exam Document:**
- Prelim should be written in APA-style and include an abstract.
- Tables and figures (if included) should be embedded into the document
- Length: 25-to-35 pages in length (not including abstract, tables, figures, or references)
- Formatting: Double-spaced, Times New Roman 12 pt, font, 1" margins

**2 weeks**

**Oral Defense:**
- Student brings Prelim Exam Rubric to defense
- Student presents prelim (15-minute presentation)
- Q&A follows presentation
- Committee decides Pass/Fail & signs Prelim Rubric

**After Defense:**
- Mentor notifies Dept. Chair, DGS, and Graduate Coordinator of outcome
- Student submits electronic copy of Prelim Exam to Graduate Coordinator and turns in signed Rubric

**1st FAIL**

**1st FAIL:** Restart process

**2nd FAIL**

**2nd FAIL:** Student is not admitted to candidacy.

**PASS**

**PASS:** Requirement complete! Feedback is not required.