

**QUALIFYING EXAMINATION COMMITTEE**

A qualifying exam committee consists of a minimum of four members including the chair. All members must hold a Ph.D. degree or its equivalent. The chair must be a full-time School of Communication (SoC) graduate faculty member, two members must be SoC graduate faculty, and the fourth member may be from outside the SoC and even outside the University of Miami (UM) but must hold a Ph.D. degree or its equivalent from a regionally accredited school. A short, academic CV (with snail mail and email address and phone number) must be submitted to the graduate studies office for any committee member from outside UM. A majority of the examination committee must be members of UM’s graduate faculty. Exceptions to the committee composition may be approved by the chair of the program, the Vice Dean for Graduate Studies and Research, and the Dean of the Graduate School. Additional members of the committee may be added beyond the minimum four, with the approval of the department chair and the Vice Dean.

Before setting up the exam, students must obtain the chair and committee member’s agreement for inclusion on the exam committee, indicated by their signature on this Qualifying Exam Committee form. Students must also request the committee chair to complete *and initial* the exam format section of this form and then submit the form to the Graduate Studies Office. If the committee changes, students must submit an updated copy of this form with signatures.

UM’s Graduate School requires that students take a written doctoral qualifying exam. SoC requires that doctoral students take and pass a written and oral qualifying exam following the conclusion of all required and elective courses equaling 45 credit hours and if they are in good academic standing (no incompletes and a minimum GPA of 3.0). Students must be enrolled during the semester in which they take the exams. The Graduate School does not have guidelines about the nature of the written portion of the exam. SoC provides these options for the exam format: the written exam can be taken as a traditional exam with questions from each committee member, it can be a take-home, or it can be a paper that integrates theory, methods, and content. The main goal is to test students in a way that best evaluates their scholarly fitness. The written exam must be a minimum of 12 hours and the oral exam must be scheduled for a minimum of two hours.

**Directions for student:** Please submit this completed form to the Graduate Studies Office.

**Directions for exam chair: Please complete the exam format section and initial it.**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date/s of written exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of oral exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exam format:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Committee Chair Signature Print Name Date Graduate Faculty Yes / No

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Committee Member Signature Print Name Date Graduate Faculty Yes / No

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Committee Member Signature Print Name Date Graduate Faculty Yes / No

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Committee Member Signature Print Name Date Graduate Faculty Yes / No

 tmk - 07/05/2012