

**PETITION TO SCHEDULE ORAL QUALIFYING EXAMINATION
FOR THE PhD IN BUSINESS ADMINISTRATION**

Submit this petition to your field advisor, who will complete the reverse, and return it to the PhD Program office for the Director's signature. The form should be submitted at least one month before the requested examination date.

NAME: _____ FIELD: _____ SID#: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

Dissertation Topic: _____

Dissertation Chairperson (if known): _____

(Note: proposed dissertation chair must not serve as chair of qualifying exam)

Is an orals paper required? _____ If yes, have you completed it? _____

List faculty with whom you have worked in preparation for orals:

Orals Date and Time: _____

(It is the student's responsibility to coordinate with the exam committee to determine the date and time of examination.)

Subject matter areas on which you are to be examined:

1. _____

2. _____

3. _____

Please list the members of the Orals committee:

Chair: _____

Field Member: _____

Dept. Member: _____

Outside Member: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

ADVISER'S REPORT ON THE PETITION TO SCHEDULE QUALIFYING EXAM
FOR THE PhD IN BUSINESS ADMINISTRATION

TO BE COMPLETED BY FIELD ADVISER

1. Has the student completed all required coursework?

< > Yes < > No (Explain) _____

2. Is the student's GPA above the minimum required level of 3.3?

< > Yes < > No (Explain) _____

3. Have all "Incomplete" grades in required coursework been removed?

< > Yes < > No (Explain) _____

4. Is the student retaking or re-scheduling exam? If yes, please give:

Previous date: _____

Explanation: _____

Field Adviser Signature

Date

Actions taken by Ph.D. Director:

Petition Approved: _____
Signature Date

Petition Denied: _____
Signature Date

Grounds for Denial:

