

Important Information for Students and Faculty About Qualifying Oral Examinations *Graduate School of Education*

- The oral examination committee consists of four faculty members from the Graduate School of Education and one “outside” member from another department or UC Campus. All five must be members of the Academic Senate, which includes University of California ladder faculty only. It is possible to include someone who is not a member of the Academic Senate on the committee, but this would be a “sixth” member, not one of the required five.
- The Graduate Division (GD) must pre-approve membership on the oral examination committee. The GD requires two weeks advance notice of the committee, with the date of the oral examination set.

We have been advised by the Graduate Division that there will not be exceptions to the two-week requirement. Don't bother to ask, beg, or offer money. If the required form is not sent to the Graduate Division at least two weeks prior to the oral, the oral examination will not take place. (We have asked for three exceptions in the past year and a half, and were recently told this was excessive—what they are saying is that we cannot ask for exceptions).

- It is the responsibility of the student and faculty advisor to arrange the exam:
 - Identify the five committee members, including the outside member
 - Contact the members to get their agreement to serve on the oral exam committee
 - Determine a date for the examination, which under no circumstances shall be less than two weeks away
 - Schedule a room for the examination
 - Arrange for audio-visual equipment
If you need a digital projector (In-Focus), you can schedule it through the GSOE Faculty Support office in Sproul 1207. GSOE will pay for this. These projectors are in great demand on campus—there is no guarantee that one will be available on the date you choose—make arrangements early! An overhead projector is available in the GSOE.
 - Provide the Graduate Degree Program Office (Beth) with the committee members' names and date the exam will take place.
 - If something changes in the time or membership, notify Beth immediately. It is possible that changes could result in the exam being delayed, if changes are made within two weeks of the scheduled date.

- If you are targeting a date (based on when you will be prepared) that is close to the end of a quarter, keep in mind that faculty availability may be problematic and that many other students will be making similar requests of your committee members. Under no circumstances should you wait until just a few weeks before you are ready to begin setting up the exam.
- Your dissertation prospectus (draft of proposal) will be the focus of your exam.
 - Committee members should receive a copy of the prospectus two weeks before the exam. Exceptions to this rule can only be made with permission from your committee members. Under no circumstances should a prospectus reach committee members with less than a week to read it.
 - Don't expect to send your committee members the prospectus as an attachment for them to print out. If you want to give them the option, fine, but always offer to put a hard copy in their mailboxes.
 - GSOE does not specify a minimum or maximum length for the prospectus. Consult your advisor about this.
 - Please note that this is NOT your proposal. Following the oral exam you will need to revise the prospectus and submit it as a formal proposal that is to be approved by your committee. At this time you will submit the title of your dissertation on a form that can be obtained from the Graduate Degree Program Office.
- The oral exam will last 2-3 hours.

If the exam is passed by the committee (you will find out immediately either way), you have only 48 hours to name your dissertation committee. The notification that exam has been passed goes to the Graduate Division with this information included. Discuss this in advance with your preliminary advisor. You will not want to have to deal with this immediately after the exam, and you will have to get confirmation of faculty members' willingness to be on this committee before putting their name on the form.

The exam is not passed or failed on the basis of whether the prospectus is acceptable. It is part of the exam, because it shows your ability to conceptualize, design, and write a plan for a research study. It provides a forum for faculty to ask questions related to the literature base and to the methods you have chosen or not chosen. The decision about the exam is based on all of these factors.

If the exam is not passed, you will have one additional opportunity to take the oral examination.