



QUALIFYING EXAM FORM

Student Name: _____ Student ID#: _____ Emphasis: _____

Student Email: _____ @mail.chapman.edu Student Phone: _____ Anticipated Graduation Date: _____

Advisor Name: _____ Advisor Extension: _____

Directions: Use this form to negotiate your plan for completing the qualifying exam requirements. Discuss it with your qualifying exam committee and/or advisor to determine the best plan for you and then complete the remainder of this page.

Qualifying Exam Committee Members

	Print Name	Signature	Date
1.	_____ (chair)	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

For Director's signature on completion of all Scholarly Engagements and Qualifying Exam questions.

Action of the Ph.D. Program Director:

I recommend this Qualifying Exam be: Approved: Denied:

If denied, state reasons for denial:

Empty rectangular box for reasons for denial.

Date: _____ Signature: _____

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Scholarly Engagement *(minimum 6 required)*

Students: Please attach additional sheets as necessary.

Chair: Please access the student's Scholarly Engagement performance and assign the overall score in accordance with the rubric below.

Scholarly Engagements	Collaborators (if any)	Date Completed
1.		
2.		
3.		
4.		
5.		
6.		

Rubric	Novice		Apprentice		Artisan
	1	2	3	4	5
Quantity and breath of tasks	Engagement is limited in number and does not reflect the diversity of experiences needed for a novice academic. Student is not ready for an academic position	Engagement is limited in number but reflects adequate diversity for a novice academic. Student is in need of more experiences to prepare for an academic position.	Artifacts demonstrate an adequate number of scholarly engagements and they represent adequate diversity for a novice academic. Student would be a good candidate for an academic position.	Artifacts demonstrate more than an adequate number of scholarly engagements and represent adequate diversity for a novice academic. Student would be a very strong candidate for an academic position.	Portfolio contains quality and diversity of scholarly engagements that represent more than would be expected from an apprentice academic. Student would be an excellent candidate for an academic position.
Quality of tasks	Quality of engagement is limited and does not reflect the preparation needed for a doctoral student advancing to candidacy	Quality of engagement is beginning to reflect the quality needed for a doctoral student advancing to candidacy.	Quality of engagement reflects the quality expected for a doctoral student advancing to candidacy.	Quality of engagement is excellent and well represents the competencies needed for a doctoral student advancing to candidacy.	Engagements are of a quality beyond what is expected for a doctoral student, e.g., multiple national presentations, publications in top journals, excellent teaching evaluations.
Program Goals/Claims	Engagement insufficiently documents acquisition of program goals and expectations	Engagements document some acquisition of most program goals and expectations.	Engagements documented adequate and sufficient acquisition of all program goals and expectations.	Engagements document competent and sufficient acquisition of all program goals and expectations	Engagements document proficient and sufficient acquisition of many program goals and expectations.

Chair Signature: _____

Overall Score: _____



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Qualifying Exam

Questions	Proposed Submission Date	Date Complete	Score <input checked="" type="checkbox"/>			Chair Signature
			Pass	*Revise & Resubmit	No Pass	
1.						
2.						
3.						

Comments:

(Attach additional sheets as needed)

Submit to the Ph.D. Program Director when complete. Save a copy for your records.



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If not full-pass, revise and resubmit:

Question Needing Revision	Reason(s) for revisions (may use comments section below)	Full Exam with Revisions Submission Date	Decision (Pass / No Pass)	Chair Signature
1.				
2.				
3.				

Comments:

(Attach additional sheets as needed)

Submit to the Ph.D. Program Director when complete. Save a copy for your records.