



PRELIMINARY EXAMINATION CHECKLIST

The student is responsible for completing this checklist before the preliminary exam is scheduled. This checklist must accompany the report of the exam results (using the Office of Graduate Studies (OGS) form, "Report of Preliminary Exam"). The student should initial each appropriate blank indicating that the specified criterion has been satisfied, or where appropriate, been waived. Failure to satisfy the listed criteria will result in the given exam being disallowed in which case it will need to be retaken.

Student's Signature: _____

UIN# _____

- 1. Registered for semester or 5-week term during which the exam occurs. (If the entire exam is between semesters, then the student must have been registered for the preceding term.)
- 2. Student has an approved degree plan, which was filed at least 90 days prior to the first written examination.
- 3. GPR over all eligible courses since beginning graduate work at Texas A&M is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy. (Includes 300 and 400 level courses taken while in a graduate program but does not include transfer courses.)
- 4. GPR over all courses on the degree plan (excluding transfer courses) is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy.
- 5a. US Citizen
- 5b. Non-US Citizen who has satisfied at least one of the following: (a) a TOEFL score of at least 550 paper based/213 computer based, (b) a GRE-verbal score of at least 400, (c) a GMAT-verbal score of at least 22, (d) satisfactorily passed or waived all portions of the ELPE, or (e) obtained an OGS Waiver.
- 6. All committee members, have scheduled or waived the written portion and agreed to attend the oral portion of the exam or found a substitute. Only one substitute is allowed; there may not be a substitute for the chair.
- 7. At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s) If no, waiver approved by Department Head: _____
- 8. The time span from the first written to the oral is approximately three weeks. In cases of department-wide written examinations, this criterion is ignored.

If no, waiver approved by Department Head: _____

Approved:

Name:
Advisory Committee Chair

Name:
Department Head OR
Intercollegiate Faculty Chair

Date



Office of Graduate Studies
Texas A&M University
Report of the Preliminary Examination

The undersigned duly appointed examining committee has conducted the preliminary examination of _____ Enter UIN _____. We have examined the candidate for a mastery of all fields in the program and for an adequate knowledge of the literature in these fields.

Record of Vote for Pass or Failure: (*Votes are to be tallied, e.g., 3 pass; 1 no pass. A positive vote by all members of the graduate committee with at most one dissention is required to pass.*)

_____ Number of Pass Votes _____ Number of No Pass Votes

If the exam was not passed: The committee, with no more than one member **dissenting, (does) (does not)*** recommend that this student be given one re-examination, when adequate time has been given to permit the student to address the inadequacies emerging from this examination.

**Please strike through the inappropriate words in bold face.*

Date

- Name: _____ **Chair or Co-Chair** *Please strike through the inappropriate words.*
- Name: _____ **Co-Chair or Member.** *Please strike through the inappropriate words*
- Name: _____ **Member**
- Name: _____ **Member**
- Name: _____ **Member**
- Name: _____ **Member**

Please sign AND print your name:

_____ **Substitute for** _____

In compliance with the Texas Open Records Law, the student will be allowed to review this form upon written request.

PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN ORIGINAL TO THE OFFICE OF GRADUATE STUDIES

FOR OFFICE OF GRADUATE STUDIES USE ONLY	
1. Residence requirement complete:	Yes _____ No _____
2. Research proposal approved:	Yes _____ No _____
3. Formal course work completed:	Yes _____ No _____
4. Other course work remaining:	_____
May be admitted to candidacy upon completion of item(s):	