

CHECKLIST FOR PREPARING FOR CANDIDACY EXAM

1. ACADEMIC PROGRESS

- ☐ **Coursework:** You must have completed 33 hours of academic courses and be currently enrolled in your 36th hour.
- ☐ **Workshops:** You must have completed all the CITI and Integrity Workshops.
- ☐ **Versant Test:** If you are an international student, you must pass the Versant test with a score of 40 or above. Send the CREOL graduate program office an email when you sign up to take the test.

2. COMMITTEE FORMATION & PLAN OF STUDY

- ☐ **Committee Formation:** Inform the CREOL graduate office of your external committee member selection to verify that they're approved to serve on a committee. Then submit the names and emails of your 3 internal members and 1 external member to the graduate office to initiate a Dissertation Committee Formation form that must be signed electronically by all of your committee members before you can test for candidacy.
- ☐ **Plan of Study:** Prepare an updated PhD Plan of Study and ask your advisor to sign it. It can be located under Forms on the CREOL website.

3. CANDIDACY EXAMINATION

- ☐ **Exam Format:** The Student Handbook contains some information about the candidacy exam. The thesis and dissertation website has more information: <https://graduate.ucf.edu/thesis-and-dissertation/>.
- ☐ **Exam Deadline:** The candidacy exam deadline date is one week before the thesis/dissertation final submission deadline as stated on the UCF Academic Calendar: <https://calendar.ucf.edu/>.
- ☐ **Schedule your Exam:** Schedule your candidacy exam date with your committee and contact the CREOL front desk reception to reserve a room. Typically, your external committee member does not attend the exam.
- ☐ **Distribute your exam:** You must send your candidacy exam to your committee at least 5 days prior to the exam date.
- ☐ **Exam Form:** Print the "Admission to Candidacy" from the Forms on the CREOL website and take this with you to your exam to obtain your committee's signatures after passing.
- ☐ **Turn in all Forms to the CREOL graduate office:**
 - PhD Plan of Study
 - Admission to Candidacy
- ☐ **Email Candidacy Report:** Send a pdf copy of your report to the CREOL graduate office. Do not send the PowerPoint presentation.

4. DISSERTATION STATUS CHANGE

- ☐ **Enrollment:** Once the entire candidacy exam package has been submitted and approved by the Associate Dean and UCF Graduate Studies, you may begin enrolling in Doctoral Dissertation Hours (OSE 7980). Full-time enrollment is now only 3 credit hours, unless additional coursework needs to be completed.