



FLORIDA STATE UNIVERSITY
COLLEGE OF SOCIAL SCIENCES & PUBLIC POLICY

Doctoral Preliminary Examination

This form is for students to document each attempt for their doctoral preliminary examination for admission to candidacy.

Directions:

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester.

An [Admission to Candidacy Form](#) must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. Submission of this Doctoral Preliminary Examination Form must be on file, along with a copy of the [Admission to Candidacy Form](#), with the Academic Dean’s Office. **Forms must be submitted to the COSSPP Academic Dean’s office, COSS-Academic-Dean@fsu.edu.**

Please complete this form with information regarding the student’s advancement to candidacy.

- Students can take the preliminary examination for admission to candidacy **only two (2) times**.
 - A second failure on the preliminary exam makes the student ineligible to continue in the degree program.
- The second attempt at the preliminary exam shall occur no sooner than six (6) full class weeks after the results of the first attempt are shared with the student.
 - For the purpose of this policy, a “full class week” is defined as a week with five (5) days during which classes are held at FSU.
- Students must be registered separately for their first and second attempt, **if necessary within the same semester**, and must receive either a “pass” or a “fail” grade for **each** attempt.

PLEASE COMPLETE THE INFORMATION BELOW

Student Name: _____ EMPLID: _____ FSU Email: _____ @my.fsu.edu

Current PhD Committee Composition:

Major Professor: _____	University Representative: _____
Committee Member: _____	Committee Member: _____
Committee Member: _____	Committee Member: _____

Date of Preliminary Examination Attempt #1: _____ Pass Fail

Date of Preliminary Examination Attempt #2: _____ Pass Fail

By signing, I acknowledge that I understand the conditions set forth in this document. I understand that from the semester in which I am admitted to candidacy, I have five (5) years to complete all University and major PhD requirements. Failure to complete my PhD requirements within five (5) years will require an Extension of Time request from the FSU Graduate School.

Student Signature: _____ Date: _____

Major Professor Signature: _____ Date: _____

For COSSPP office use only.

Processed by: _____

Date: _____

Revised 2/2021