**Steps to Follow Before Qualifying and Comprehensive Exams**

 **Date**

1. Once a student completes 12 – 18 credits, a GPA of 3.25

or better has to be attained in order for the student

to advance to candidacy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If the student fails to attain the required GPA to advance to

candidacy, he/she will have to retake the courses until the

required GPA is attained. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Once the student fulfils the requirements to advance to

candidacy, the student is required to apply for Advancement

 to Candidacy by completing the Request for Advancement

 to Candidacy form and submitting it to the Office of Registrar,

 in addition to submitting a copy to the Doctoral Coordinator. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Once the student is advanced to candidacy, he/she have to

 submit their Program of Study and discuss it with the

 Doctoral Coordinator before submitting it. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The student is now ready to take the Qualifying Exam

 (after taking the five core courses and has been advanced

 to candidacy) regarding that the Advancement to Candidacy

application and the Program of Study have been submitted

and checked with the Coordinator of the Doctoral Program. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Once the student passes the Qualifying Exam and has taken

 all the required courses in his/her program, they

become ready to take the Comprehensive Exam. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A student has meet with the Coordinator of the Doctoral

Program before taking the Comprehensive Exam to make

sure all the requirements have been fulfilled. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Coordinator of Doctoral Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**