

**DOCTORAL QUALIFYING EXAM REGISTRATION FORM**  
**School Psychology Program ~ Department of Educational Psychology**

*Complete this form electronically, then print and have your dissertation chair sign at bottom.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I intend to take prelims during (semester and year): \_\_\_\_\_

E-mail Address for Exam Results: \_\_\_\_\_

To be eligible to take the school psychology prelim exam, you must have completed the following:

1. **Successfully Completed Thesis or Research Practicum & Received Faculty Approval:**

Date approved Thesis or Research Project (final): \_\_\_\_\_

2. I currently have **no outstanding incompletes** on my course of study. Further, I have no incompletes that have turned, by default, to an E grade, nor any grades below a B in a required course (Mark “yes” if you have **no** outstanding incompletes, defaults, or below-acceptable grades): **yes**      **no**

If no, explain on reverse or a separate sheet. Attach grade change form signed by instructor if grade change has not appeared on your recent transcript.

3. I have taken all of the required core courses outlined in the Student Handbook Guide:

**yes**      **no**

4. **Organized a Doctoral Supervisory Committee:**

Date approved by Department: \_\_\_\_\_

5. **Filed your Program of Studies for the Ph.D. Degree:**

Date accepted by Department: \_\_\_\_\_

6. **Endorsed to take the Prelim Exam by your advisor (pending completion of above):**

Dissertation Chair’s Signature: \_\_\_\_\_

Date \_\_\_\_\_

*Return this form, an Unofficial Transcript, and letter documenting remedial work completed (if appropriate) to Prelim Director two weeks before scheduled dates for the exam (5 pm Friday, \_\_\_\_\_ )*

*If retaking one or more exam items, attach approved remediation plan and letter documenting your adherence to that plan*