

Ph.D. Exam and Exam Conference: Scheduling Form

PhD students scheduling their exams should complete a copy of this form, acquire signatures from all advisory committee members (electronic acceptable), and email it to the graduate office (l.fletcher@uconn.edu) and the Director of Graduate Studies. Please save a copy of this form to your desktop to complete it.

Name and email address of student:

Name and email address of major advisor:

1. **Format of the exam.** Please consult [the information about PhD exams available on the English Department's website](#) and discuss the available exam formats with your advisors. Indicate which format you will use:
 - Current Format
 - Current Format (Extended)
 - Modified Current Format (Oral)
2. **Timing.** Please indicate the dates and times when you will take your exams. Note that for written exams, students are allotted 24 hours per exam. It is the major advisor's responsibility to distribute exam questions at the agreed upon time. If the major advisor is unable to distribute the exam, an associate advisor should do so.

Exam	Date and Time
Field One Exam (written)	
Field Two Exam (written)	
Synthesis Exam (written), if using current format or current format (extended)	
Synthesis Exam (oral), if using modified format	

3. **Additional considerations.** Please indicate any additional needs you have in taking your exam, such as a quiet space on campus or other accommodations. These should be determined in consultation with the major advisor and, when necessary, the Director of Graduate Studies and the Center for Students with Disabilities.

4. *Scheduling the exam conference.* The exam conference should take place within two weeks of the student's completion of the synthesis exam (oral or written). The major advisor should notify both the student and the graduate office of the grade the student has received on the exam (pass or fail) *before the exam conference takes place*. All members of the advisory committee should be present at the exam conference. Please enter the tentative date, time, and location of the exam conference here.

Exam conference date:

Exam conference time:

Exam conference location:

5. *Advisor approval.* Please obtain the signatures of all advisory committee members in approval of your plan for the PhD exam and exam conference. Electronic signatures are permissible.

Major Advisor:

Associate Advisor:

Associate Advisor:

Associate Advisor: