

The Preliminary Oral Exam

After you have received notification from the ELP Office that you have passed the Qualifying Exam, you can constitute your doctoral committee. When a chair (or co-chairs) and three other faculty members have agreed to be on your doctoral committee, contact the ELP Office and give Judy Miyoshi their names and ranks. Judy will do your Nomination of Doctoral Committee form and submit it to the Graduate Division. The four can be from Department of Education at UCLA. Please refer to the Ed.D. Doctoral Committee Members 2019-20 for Policies, Procedures and Faculty lists – 2019-20. Please note - it takes approximately two weeks for Grad Division to approve a committee.

With permission from your chair (after the committee is officially appointed), you can schedule your Preliminary Oral Exam. Ask your chair(s) what dates and times (a two-hour block is needed) work for them and then you may contact your other doctoral committee members about the dates. Notify the ELP Office about the date/time for your Orals and Judy will get a room for you and prepare the Preliminary Orals (Advancement to Candidacy) form. Email the information about date/time/room number to your committee members – several times! Send a reminder to your committee two days before your Preliminary Orals.

The Exam lasts about 90 minutes. Ask your chair about the format for your presentation (i.e. PowerPoint, handout, etc.) of your three chapters at your Preliminary Oral Exam. You must tape-record the exam. The committee members may ask you to leave at the beginning of the meeting and will almost certainly ask you to leave at the end of the meeting so they can discuss your project.

The Preliminary Oral Exam is graded as a pass or fail. If a student fails this, he or she can re-take the exam only once more. All committee members should sign the Preliminary Orals (Advancement to Candidacy) form that Judy Miyoshi prepares for you to take to the meeting. After your Preliminary Orals this form will be filed at Graduate Division by the ELP office staff.

The **memorandum of understanding** *may* be required after your Preliminary Oral Exam from your transcript of the exam and it is important to refer to this from time to time. If required, it must be approved by your chair(s).

Follow the direction of the chair...this person is your advocate.

You can start the IRB process before passing the Preliminary Orals, but complete it after you pass as your committee may make changes to your methods. You have a session on the IRB online application in Ed. 499C. You can't start your research until your IRB approval.