

**OFFICE OF GRADUATE ADMISSIONS & SUPPORT SERVICES**  
**MONTCLAIR STATE UNIVERSITY**  
**APPLICATION TO TAKE THE QUALIFYING EXAMINATION/ASSESSMENT FOR**  
**DOCTORAL DEGREE PROGRAM**

Return the completed form, with all signatures, to the Office of Graduate Admissions & Support Services, Montclair State University,  
College Hall 203, Upper Montclair, NJ 07043

Doctoral students may apply to take the Qualifying Examination/Assessment any time after completing 75% of their coursework, but prior to identifying and formalizing a decision about their dissertation. Doctoral students must use this form when they believe they have satisfied all the requirements listed below. *Please type or print clearly.*

Student Name \_\_\_\_\_

Date of Request \_\_\_\_\_

Address \_\_\_\_\_

Social Security No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Program \_\_\_\_\_

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To be eligible to take the Qualifying Examination/Assessment, doctoral students must be in good academic standing. Good academic standing requires a minimum of a 3.0 grade point average, no more than six (6) semester hours of coursework graded at the C-level and no failing grades, and no other disciplinary actions. Doctoral students must have also completed a minimum of 75% of the coursework required for their degree. By completing this application and by their signature below, doctoral students certify that they have met the above requirements and are eligible to take the Qualifying Examination/Assessment.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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Doctoral Student Graduate Program Coordinators and Program directors please review this application to take the Qualifying Examination/Assessment, make one of the following determinations and forward this form to the Office of Graduate Admissions & Support Services.

\_\_\_\_\_ I certify that this doctoral student is eligible to take the Qualifying Examination/Assessment.

\_\_\_\_\_ This doctoral student is not eligible to take the Qualifying Examination for the following reason(s):

\_\_\_\_\_ 75% of coursework in doctoral program has not been completed

\_\_\_\_\_ improve grade point average in doctoral program courses

\_\_\_\_\_ more than six (6) semester hours of C-level grades or a failing grade has been earned.

\_\_\_\_\_  
Doctoral Student Graduate Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctoral Program Director's Signature

\_\_\_\_\_  
Date

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Graduate School's Use Only

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied ( \_\_\_\_\_ Comments)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Web Form Distribution:

The Office of Graduate Admissions & Support Services  
Student

Program Director

Graduate Program Coordinator