

**THE UNIVERSITY OF CHICAGO DEPARTMENT OF ENGLISH
QUALIFYING EXAMINATION APPROVAL FORM**

Complete this form and submit it to a departmental administrator six weeks before your written examination. You will also need to submit draft versions of your lists for approval. (If your lists change subsequently, finalized lists must be submitted no later than two weeks before the written exam.)

The signature of the Director of Graduate Studies is required to certify the completion of coursework and approval of your lists. It will be requested administratively once this form and the draft lists have been submitted.

Student name: _____

E-mail: _____

Exam questions will be sent out at 9am on the day of the exam. The exam must begin on a regular University business day. Responses to the exam questions are due 48 hours later (with an additional 3-hour grace period available to all students, should it be necessary).

Proposed start date of Written Exam: _____

The oral exam should be scheduled at least one week after the conclusion of the Written Exam.

Proposed Date of Oral Exam: _____

Proposed Time of Oral Exam: _____

An email confirmation is acceptable in place of a signature:

Topic of List I: _____

Examiner: _____

Signature:

Date:

Topic of List II: _____

Examiner: _____

Signature:

Date:

(Optional) Do you have a preference of who will serve as the Chair of your exam? If so, please include their name here.

Have you spoken to this potential Chair to confirm their availability for the date and time of the Oral Exam? (*Advanced confirmation by the student is not required, though it may increase the likelihood that the preferred faculty member can serve in this role.*)

Director of Graduate Studies

Signature:

Date:

For office use only:

Chair: _____

Exam Date: _____

Time: _____ Location: _____