



Guide for Submission of the Doctoral Preliminary Exam Report

Duke University Graduate School

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The Graduate School requires submission of the [Report of the Doctoral Preliminary Examination](#) for all doctoral candidates by the end of their third year. Please submit the current original preliminary exam report forms to Nicki Rivers box 90068 in the Graduate School. Forms need to be completed correctly and submitted in a timely manner in order to accurately record student's preliminary exam results.

1. Preliminary committees for doctoral candidates require a minimum of 30 days between approval of the committee by the Associate Dean of Academic Affairs, and the date of the exam. However, please give students as much notice as possible for their expected exam date.
2. Approval from the Associate Dean of Academic Affairs is required ahead of time for exams that may occur under the 30 day committee approval requirement.
3. Preliminary exams must be held during a term in which the student is enrolled. Students must be registered for the subsequent term if they are taking preliminary exams between terms, as defined by the first day of class and the last day of exams.
4. Please write "Co-chair" where/if applicable in the lines for committee members on the preliminary forms. Make sure the Co-Chair was also listed as such on the previously approved committee form submitted in Perceptive Content (ImageNow).
5. Approval by the Associate Dean of Academic Affairs is required ahead of time for any committee member who will participate remotely. The DGS or DGSA should email the Associate Dean for approval and instructions for the remote committee member participant.
6. When submitting the preliminary report with a remote participant, please print the remote participant's name in the printed section, and write 'remote participant' on the signature line. Please attach remote participant letter along with the preliminary report.
7. All members of the committee must participate in the preliminary examination, regardless of the number of committee members.

8. **When completing the preliminary report please clearly write or type the following:**
 - a. Name of Student: Write the student's 'legal name' legibly as it is in STORM.
 - b. Enter the student ID found in STORM (not unique ID).
 - c. Enter the name of the Department (Field name is optional).
 - d. Clearly check the box indicating PASS or FAIL under 'Action of Committee'.
 - e. The Preliminary report must have all committee members print and sign by their names. (Except remote participants who submit signed letter).
 - f. The committee chair should sign in the line reserved for 'chair'.
 - g. The Director of Graduate Studies signature is required at the very bottom of the form with the date.

9. **In the case of failure**, Committee members must print their names and sign on the lines ONLY if they recommend a re-examination with the approval of the Associate Dean of the Graduate School. Students can take one re-examination; the date must not be earlier than three months after the first examination date, and must be within six months unless approved otherwise by the Associate Dean.