

**Preliminary Examination Application for the Ph.D. in Human Performance
Department of Health & Human Performance**



Last Name: _____ First Name: _____ MTSU ID #: _____

Phone: _____ MTSU Email Address: _____

Schedule days/times with your Academic Advisory Committee

Research Methodology/Data Analysis – Question by: _____ Exam Date: _____ First Attempt? Yes No

PhD Specialization Area – Question by: _____ Exam Date: _____ First Attempt? Yes No

Area of Research Interest – Question by: _____ Exam Date: _____ First Attempt? Yes No

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Students must be in good academic standing and have earned a cumulative grade point average of 3.25 in all graduate work before taking written preliminary examinations. Students will take the preliminary examinations during their last semester of coursework across two or three days during the calendar week and must complete all three sections within 7 days of the start date. A maximum of 8 to 9 hours total will be allowed for completion of all three sections. The exams will be scheduled and administered by the student’s Academic Advisory Committee Chair. The student’s Academic Advisory Committee will generate the study guide and the exam questions. Oral exams may be requested by the Academic Advisory Committee as a follow-up to the written exams. If an oral exam is requested, it will be conducted by the Academic Advisory Committee within two weeks following the written exam. Students may review the written test question(s) prior to the oral exam but may not review their answer(s) or the graders’ comments. After the oral exam, the Academic Advisory Committee will determine if the overall grade for the examination is “Pass” or “Fail.”

Students are required to complete examination questions in three content areas: (1) research methodology and data analysis, (2) PhD specialization area (specialization topic questions), and (3) area of research interest (tailored to each student and specific to their area of research interest). The written exams are to be completed on the department’s computers.

***Evaluation Criteria: There are two possible grades that may be assigned to each content area of the preliminary examination:
Pass (P) or Fail (F)***

To obtain an overall pass of the preliminary exams, the doctoral student must obtain a grade of “Pass” in each of the three content areas. A grade of “Fail” on a content area exam means that the exam that was failed must be retaken during the next testing session and the student will be required to answer a new set of questions. Students must successfully complete all three exams within a one-year period. Any student who has concerns about this policy may consult the HHP Graduate Director or Chair of the HHP Department.

The preliminary examinations may be taken no more than twice (See MTSU Graduate Catalog). A student may appeal a dismissal recommendation by contacting the HHP Graduate Program Director. Exceptions to the policy must be recommended by the HHP Graduate Program Director and approved by the Dean of the College of Graduate Studies.

A list of students who sit for the Preliminary Examinations is submitted to the HHP Graduate Program Director. Preliminary Written Examinations are kept as part of the student’s file in the HHP Graduate Program office.

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Student Signature: _____ Date: _____

All Academic Advisory Committee Members’ Signatures Required:

Advisor or Dissertation Chair Signature: _____ Date: _____

Member Signature: _____ Date: _____

Member Signature: _____ Date: _____

Students with Disabilities:

Persons with disabilities or special needs must contact the Director of Disabled Students, in KUC 120, to coordinate accommodations for their testing with the HHP Graduate Program Office.

**Notify the HHP Graduate Program Office
if you do not take the exam on the dates originally approved.
Return completed applications to Ann.Dismukes@mtsu.edu or MC 120.**