**Department of Anthropology: Qualifying Exam Guidelines**

1. The PhD qualifying examination is four days in duration and takes place over the course of one week.  The exam period is usually Monday and Tuesday, with a break on Wednesday, and then continuing on Thursday and Friday.

2. The qualifying exam will cover theory, method, area of concentration, geographic region, and area of application, respectively.  The order in which the topics are given is the decision of the student’s advisory committee.

3. The exam is an “open-book” take-home exam and answers to each of the four days’ questions must be completed within a nine hour period.  Students may consult any resources that they need to answer their questions.

4. Exam questions are based on the bibliographies submitted by the student for each exam area, materials presented in the student’s classes, and independent reading. Bibliographies for each exam day normally range from 25-100 entries and are subject to approval by the student’s advisory committee.  Answers for each day’s questions will generally not exceed 25 double-spaced pages.

5.  The student will notify the Director of Graduate Studies of the proposed timetable for the written and oral examination once the advisory committee approves the timetable.

6.  The qualifying examination begins once a student receives the questions and must follow through to an oral exam.

7.  Before the student may schedule her/his qualifying exam, permission must be obtained from the advisory committee.

8. The qualifying exam cannot be given until the DGS has received approval from the Graduate School.

9.  The oral portion of the qualifying exam must be held within two weeks of the date of the end of the written part of the exam.