

**TEXAS TECH UNIVERSITY  
HUMAN DEVELOPMENT AND FAMILY STUDIES GRADUATE PROGRAMS  
HDFS DOCTORAL DEGREE**

**ANSWERING THE QUALIFYING EXAM  
Instructions and Information**

**WRITTEN ANSWER:**

**I. Cover Sheet:**

Cover Sheet should include the exam name (i.e., Specialization Qualifying Exam, Theoretical Foundations Qualifying Exam, etc.), the date, and the student's unique university-assigned ID number. **STUDENTS SHOULD NOT PUT THEIR NAMES ON THESE RESPONSES.**

**II. Style:**

1. APA Publication Manual (5<sup>th</sup> edition) guidelines should consistently be followed in preparation of the typed copy.
2. Each copy should be bound such that there are no loose papers (one heavy duty staple in the top left corner is sufficient).

**III. Submitting the Exam:**

3. Five copies of each (specialization, theoretical foundations and research methods) response should be turned in to the Graduate Secretary before the deadline specified in the current semester's time line.
4. Students are responsible for making the appropriate number of copies of each exam at their own expense.

**IV. Review:**

The review cycle for the graduate faculty's periodic evaluation of qualifying examination procedures is three years. The next scheduled review will occur in the spring semester of 2009.

**ORAL ANSWER** is an opportunity to:

1. Discuss topics related to qualifying exam questions,
2. Clarify any portions about which the committee has questions, and
3. Expand upon ideas presented in the written answer.