

**HIGHER EDUCATION AND STUDENT AFFAIRS
DOCTORAL QUALIFYING EXAM**

Instructions & Pledge

In signing this form you acknowledge and agree to the following requirements:

1. The written work you submit as part of the qualifying process will be your original, individual work.
2. Collaboration of any kind after receiving the exam questions is NOT PERMITTED. (Collaboration during *prior* preparation is permitted.)
3. **Very limited use** of your previous work may be included in the Part 1 response. Use of previous work **must be explicitly noted or cited in the text and references**, whichever is most appropriate, to avoid ethical issues including self-plagiarism.
4. **Limited use** of your previous work may be included in the Part 2 response. Use of previous work **must be explicitly noted or cited in the text and references**, whichever is most appropriate, to avoid ethical issues including self-plagiarism.

Print and sign this document, then either scan the signed form and email it to the HESA mailbox (hesa@indiana.edu) or deliver it in person to the HESA program office. **Questions will not be distributed if the signed document has not been received.**

Both Part 1 and Part 2 questions will be emailed to you no later than noon on first day of the exam period (mutually agreed to by you and your advisory committee chair).

Both responses must be emailed (as separate Word or PDF attachments) to hesa@indiana.edu **no later than 4:00 pm 14 days after the first day of the exam period.**

Late, incomplete, or missing responses will be rated Unsatisfactory.

I, _____, acknowledge, understand, and agree to the requirements stated above.

Signature

Date