EXAM SCHEDULING (PRELIM & FINAL)

STEP ONE Student Initiates Exam Request STEP TWO
Graduate School Review

STEP THREE Exam

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Must have no less than two weeks between exam request and exam date

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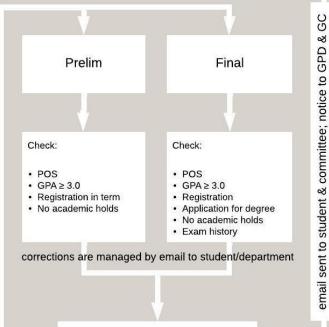
Student submits exam request at least two weeks before intended exam date. Must have approved Plan of Study (POS).

Exam request system populates committee members from POS

Automated email notice to chair and committe members requesting approval No action notice to GPD and GC

All committee members approve exam request

Request is reviewed by assigned admission & academic progress advisor in the Graduate School



Graduate School approves exam request

Hold exam on scheduled date

Chair enters exam results within two business days

automated email notice to committee members

Committee members verify their vote of approval/disapproval in exam request system

Graduate School finalizes results: "Completed" in approval system