Exam Scheduling, prelim and final

Narrative for flow chart

Step 1: Student Initiates Exam Request

- Student submits exam request at least two weeks before intended exam date. The student must have an approved Plan of Study (POS).
- The exam request system populates the student's committee members from the Plan of Study
- An automated email notice goes to the student's committee chair and committee members requesting approval (a no action notice goes to the Graduate Program Director and GC)
- All committee members approve the exam request

Step 2: Graduate School Review

- Request is reviewed by an assigned admission and academic progress advisor in the Graduate School
  - If it is a prelim exam:
    - The Advisor checks the POS, GPA to ensure greater than 3.0, registration in term, and no academic holds.
    - Corrections are managed by email to student/department
  - If it is a final exam:
    - The Advisor checks the POS, GPA to ensure greater than 3.0, registration, application for degree, no academic holds, and the exam history.
    - Corrections are managed by email to student/department
- Graduate School approves the exam request
  - An email is sent to the student and committee, and a notice to the GPD and GC

Step 3: Exam

- Hold the exam on the scheduled date
- The committee chair enters the exam results within two business days
  - An automated notice goes to the committee members
- Committee members verify their vote of approval/disapproval in the exam request system
- Graduate School finalizes the results: "Completed in the Approval System