Virtual Exams 2021
The Graduate College requirement to seek permission for a virtual exam is waived until further notice. The Department of Computer Science requires all exams to be held virtually. If you require space on campus due to insufficient internet connection, please contact Nicole Lewis.

Enrollment Requirements
Once you complete your Preliminary Oral Exam you are required to enroll every fall and spring semester until your Final Oral Exam.

Other Requirements
Your POS(C) must be approved three months before you plan to schedule your Preliminary Oral Exam. There must be at least 6 months between your Preliminary Oral and Final Oral Exams. You can schedule your exam at anytime during the semester.

Preliminary Oral Exam Request Checklist
__ Schedule the time and location of exam with committee members. Doodle Poll is recommended,
__ If needed, reserve a room through Nicole Lewis.
__ Officially schedule your exam through the Graduate College’s by exam request system at least three weeks prior to your oral exam date.
__ Remember to monitor the routing process of your electronic forms on the Student Tools page on the Graduate College website.
__ Deliver your exam to your committee at least two weeks prior to your exam.
__ Send Nicole Lewis your title, abstract and videoconference link at least two weeks prior to your exam.

Approving Your Exam and Reporting Results
__ If the Graduate College approves the exam, the major professor(s), committee members, student, and graduate program administrator will receive confirmation e-mails. The confirmation e-mails to major professors will include a link to an online report form.
__ A major professor should complete the online report form with 24 hours of the exam. If they do not, they will receive reminders once daily.

Report Form Options: Pass, Conditional Pass, Not Pass
If the result is a Conditional Pass, the major professor must enter the following:
• A description of the conditions
• The deadline for satisfying the conditions
• Which POS committee members will determine whether conditions have been satisfied and report to the Graduate College that conditions are met
If the result is Not Pass, the major professor must enter the following:
• Whether the student will be allowed to attempt the exam again
• A brief explanation of the Not Pass result
__ After a major professor has reported exam results, all POS committee members, the student, and support staff will receive a confirmation e-mail that includes the exam result.
• The student and all committee members will have 72 hours after the confirmation e-mail is sent to dispute the reported results. The confirmation email will include instructions for disputing.
• Once the 72-hour dispute period has passed, the results are final and will be recorded on the student’s record. The student will be notified with a final e-mail.