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 Research Proficiency 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 Research Proficiency Exam. There must be at least 6 months between your Research Proficiency and Preliminary Oral Exams. You can schedule your exam at any time during the semester.

Research Proficiency 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 by emailing Nicole Lewis with the time and location.
___ 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 Nicole approves the exam, the major professor(s), committee members, student, and graduate program administrator will receive confirmation e-mails.
___ A major professor should email Nicole Lewis with 24 hours of the exam with the results.

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 and the student will electronically sign the Report of Research Proficiency Examination form.