Virtual Exams Spring 2021
The Graduate College continues to allow all final oral exams to be held virtually. The requirement to seek permission for a virtual exam is waived. Graduate students and faculty will be notified in advance when these accommodations are ended. 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 Based on Exam Date
Students scheduling their final oral examination from November 26 to January 22 may register for either Fall 2020 or Spring 2021. If you are scheduling your exam any time after January 25 you are required to enroll in at least one credit for Spring 2021.

Important Deadlines for Spring 2021 Graduation

- ☐ January 29 – Application for Graduation
- ☐ March 26 – Last day to submit Request for Final Oral Exam
- ☐ April 16 – Last day to complete Final Oral Examination
- ☐ April 16 – Open Dissertation/Thesis ProQuest or Creative Component Library account
- ☐ April 20 – Graduate Student Approval Form Due
- ☐ April 22 – Upload and submit to ProQuest or Library

Graduation Checklist
Before scheduling your final oral exam, please check your Graduate Student Status page in AccessPlus for the following:

- ☐ Admission type is full.
- ☐ Cumulative GPA is at or above 3.00.
- ☐ English requirement met (for nonnative English speakers).
- ☐ Program of Study and Committee (POSC) approved by the Graduate College no later than semester before final oral exam.
- ☐ Application for Graduation submitted
- ☐ Registration for a minimum of one credit during the term in which the final oral exam is taken.
- ☐ No Incompletes, Non-Reports or Fs on Transcript
- ☐ Committee Members section of Grad Student Status page lists your current program of study committee members.
  Click on "My Program Audit."
  - ☐ Are all courses on your POSC complete or in progress? If not, you may need to submit a revised POSC for routing and approval.
  - ☐ Have all classes on the POSC been approved until your expected graduation year or a future year? If not, you must submit your POSC for routing and approval along with the Expired Course Petition.

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Final 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 <u>exam request system</u> 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 creative component, thesis or dissertation 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.

☐ If you are an international student, please be aware that the program end date on your immigration document may be shortened to the last day of the semester in which you defend. Contact ISSO with any questions at isso@iastate.edu

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.

☐ Your major professor needs to submit a [Graduate Student Approval Form](#) no later than April 20, 2021.