Examinations

A preliminary examination consists of a written portion and an oral portion. Passing the preliminary examination allows the student to be formally admitted to candidacy for the doctoral degree.

- The Plan of Study must be approved at least 30 calendar days prior to scheduling the oral portion.
- A student may not complete the preliminary examination in the same semester in which they attempt the final examination.

The final examination is an oral examination in which the author of the dissertation demonstrates to the supervisory committee a satisfactory command of both the focus area of their project and the broader field.

Examination Notice and Report

The Notification of Scheduled Examination (https://powerforms.docuSign.net/0abb6387-c124-45e6-bc80-337a7635ff00/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountid=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7) form is required for the oral portion of the preliminary examination and for the final examination. This form must be approved by the student's adviser and graduate program coordinator and filed with the Graduate College at least 14 calendar days prior to the examination date.

- If the form is not filed 14 calendar days prior, it will not be approved by the Graduate College.

Pre-examination Document Distribution (Final Examination only)

The dissertation work must be distributed to the committee members for review at least seven calendar days prior to the examination.

- If this seven-day stipulation cannot be met, the student's committee holds the right to cancel the examination. It is the student's responsibility to notify the Graduate College if their examination does not take place as scheduled and to complete a new Notification of Scheduled Examination.

Examination Attendee Policy

- Due to the role of the GSR, they are required to attend each examination.
- If another supervisory committee member cannot participate in an examination, the examination may be held; however, their absence is considered a "Disapproval" of the student's examination.
  - If more than one supervisory committee member cannot participate in an examination, the examination must be rescheduled.
- It is the student's responsibility to notify the Graduate College if their examination does not take place as scheduled and to complete a new Notification of Scheduled Examination.

Examination Outcomes

It is the student's responsibility to initiate the appropriate examination report, ensure it is signed by all committee members, and submit it to the Graduate College within 14 calendar days following the examination.

- If the completed form is not submitted within 14 calendar days following the examination, the examination is considered void and must be rescheduled.

The student must pass each examination as part of earning the doctoral degree.

- A negative vote by two or more members of the student's committee will signify failure of the examination.
- The student may repeat the examination only upon permission from a majority of the supervisory committee.
  - The committee will set a date at least one month after the failed examination and a new Notification of Scheduled Examination must be submitted 14 calendar days prior to the examination date. Exceptions to this time limit will be considered by the graduate dean upon presentation of written justification from the chair of the committee in consultation with the committee.
  - Should the examination be failed twice, the student cannot continue in their graduate program.
  - The student will not be given a third examination except by recommendation of the examining committee, program administrator, and special approval of the Dean of the Graduate College following consultation with the Graduate Council.

Dissertation Video

Doctoral students are required to submit a three-minute video summarizing their dissertation research for a lay audience. The video should be produced after the results of their research are known, and it is recommended that the video be completed in the student's final semester of study. Some programs require these videos to be shown to the supervisory committee at the time of final examination.
Filing the Dissertation
After the final examination, the student incorporates all revisions into the dissertation as required by the supervisory committee. Once a student makes the corrections, submit the following items to the Graduate College:

- signed approval page
- IRB/IACUC/IBC Compliance Notification
- dissertation
- dissertation processing fee

The student will have one (1) year from the date of the final examination to complete the Graduate College dissertation format review process and all other degree requirements. Should the dissertation not receive final approval or any other degree requirements not be completed within this time limit, the student must repeat the final examination. If a period of time two (2) years or greater lapses before the final copies are submitted, the student must reapply to the Graduate College, retake the final examination, register for a minimum of two (2) credits and request an extension.

A degree posts at the end of the semester in which the dissertation is approved and other degree requirements are completed.