

Instructions: Request for Final Oral Examination

- Type or print clearly on this form to set the date, time, and location for the final oral examination with your POS committee members. We advise students to schedule the examination **at least several months in advance**.
- This form must be submitted to the Graduate College **at least three weeks before the date of the final oral examination**. We advise students to deliver this form to the Graduate College personally rather than relying on others or on campus mail.
- Every effort should be made to ensure that you and all of your committee members are together on campus for the examination. While it can be permissible to conduct an examination with a committee member at a distance, please consider other alternatives, which include:
 - a. changing the date/time of the examination so all can attend in person,
 - b. formally modifying the membership of your committee, and
 - c. **contacting the Graduate College in advance** to explore designating a substitute for the examination only (without a formal committee change).

Please note that the need to explore such alternatives often is eliminated by scheduling your examination at least several months in advance.

- The Graduate College is committed to ensuring that final oral examinations are conducted as effectively as possible. Requests for remote participation may be denied if alternatives are likely to serve the student and graduate program better. Requests for remote participation also may be denied if faculty members who committed to in-person participation subsequently make elective changes to their schedules. The Graduate College will expect that a commitment to participate in person will be honored unless unforeseen extenuating circumstances develop.
- In cases where in-person participation by all committee members is not possible despite advanced planning, and remote participation of a committee member is deemed the best alternative, the form *Preliminary or Final Oral Examination with Committee Member at a Distance* must be submitted to the Graduate College **before this request form is submitted**.
- Submit this form to the Graduate College only if:
 - 1) Your admission status is “full” and your English examination requirements are met.
 - 2) Your POS committee has been approved by the Graduate College.
 - 3) All courses on your fully approved program of study are completed or in progress.
 - 4) You are not on academic probation (GPA at least 3.0).
 - 5) No course on your POS was taken more than seven years before your intended year of graduation unless over-age courses were preapproved.
 - 6) An “Application for Graduation” was submitted for the current academic term.
 - 7) You are registered for at least two credits during the term of the final oral examination.
 - 8) For doctoral students, your preliminary oral examination was passed at least six months before the date of the final oral examination, and your “Report of Preliminary Oral Examination” form was submitted to the Graduate College.

I. STUDENT INFORMATION:

Student Name:

(Last)

(First)

(ISU ID#)

Degree Sought:

2nd Degree:

(if enrolled for a double major)

Department(s):

Major(s):

II. PLANNED SCHEDULE FOR THE FINAL ORAL EXAMINATION:

Doctoral students: This request will be approved only if the proposed date for the final oral examination is at least six months after the date an unconditional pass was earned on the preliminary examination.

Date:

Time:

Location:

III. PROGRAM OF STUDY COMMITTEE MEMBER APPROVALS:

My signature indicates either my commitment to attend the entire final examination in person or that I have received prior approval to participate remotely (see instructions with this form). All committee members must sign this form.

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

IV. GRADUATE COLLEGE ACTION:

Upon approval of this request, the Graduate College will send the graduate program: 1) the "Report of Final Oral Examination" form for reporting the examination result, 2) the "Graduate Student Approval Slip for Graduation" form, and 3) the original "Request for Final Oral Exam" form. The student will need to download the "Thesis Submission" form.

☐ Request **APPROVED**.

☐ Request **DENIED**.

Signature:

Date:

Comments: