

## FINAL EXAM PROCEDURES FOR 2006-2007

To schedule the Doctoral Final Exam:

1. **4 months before the final exam**, let Virginia (the GPA) know you need to establish a Reading Committee from among your PhD Supervisory Committee members. A doctoral Reading Committee must consist of a Chair and two additional members, all being voting members from the student's Supervisory Committee. (STUDENT)
2. **By 3-4 months before the final exam**, the GPA will register your reading committee with the Graduate Student. (STAFF)
3. **3 months before the Final Exam**, confirm that the GPA has registered your Reading Committee (STUDENT)
4. **2-3 months before you plan to take the final exam**, confirm with your committee chair that you are ready to take the exam and set up a date, time, and place with your committee. At this time you should ensure that the committee has read an entire draft of your dissertation. (STUDENT)
5. **6 weeks before the exam** email Virginia and let her know the date, time, and place of the general exam. (STUDENT)
6. She will complete the Request for Final Examination form for your exam, get the email signatures, and turn it into the Graduate School for you. It must be turned in at least 3 weeks before the exam. (STAFF)
7. **4 weeks before the exam**, please confirm with Virginia that the Request has been submitted. (STUDENT)
8. The Graduate School will determine if you have met the minimum requirements for the exam and, if approved, a warrant will be sent to the Women Studies office **a week before the exam**. (GRADUATE SCHOOL)
9. **1-2 days before the exam**, confirm with Virginia that the Warrant has been received. (STUDENT)
10. **Just before the exam** your advisor/committee chair should get the Warrant from Virginia. (FACULTY ADVISOR/CHAIR)
11. When you walk into the exam, confirm that your advisor/committee chair has the Warrant. (STUDENT)
12. **Just after the exam**, your advisor/committee chair should turn the signed Warrant back in to Virginia. (FACULTY ADVISOR/CHAIR)
13. She will make a copy for your file and will take it over to the Graduate School. (STAFF)
14. **The day after the exam**, confirm with Virginia that the Warrant has been turned in. (STUDENT)

STUDENTS are responsible for steps 1, 3, 4, 5, 7, 9, 11, and 14.

GPA is responsible for steps 2, 6, and 13.

ADVISORS/CHAIRS are responsible for steps 10 and 12.

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