

## Ph.D. Final Oral Exam 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 Committee (POSC) approved no later than the semester before the preliminary oral exam.
- [Application for Graduation](#) submitted.
- Preliminary oral exam passed (at least six months must elapse between the preliminary and final oral exams).
- 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 POS committee members. Committee substitutes for exams will NOT be listed here.
- 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](#).

### Final Oral Exam Request

- Schedule the time and location of exam with committee members.
- Reserve the room location through your department.
- Officially schedule your exam through the Graduate College's [exam request system](#) at least three weeks prior to your oral exam date.
- Process committee [substitution request](#), if necessary.
- Process required distance forms if [you](#) or any [committee](#) members will not attend in person.
- Remember to monitor the routing process of your electronic forms on the [Student Tools](#) page on the Graduate College website.
- Deliver your dissertation to committee at least two weeks prior to exam.
- Fill out the information at this [link](#) to have your final oral exam advertised.
- 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 you defend. Contact ISSO with any questions at [isso@iastate.edu](mailto:isso@iastate.edu).

Questions? Please contact Carla at [charris@iastate.edu](mailto:charris@iastate.edu).