Ph.D. Preliminary Oral Exam Checklist

Before scheduling your preliminary 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 the semester before preliminary oral exam.
- Registration for a minimum of one credit during the term in which the preliminary oral exam is taken.
- Committee Members section of Grad Student Status page lists your current program of study committee members. Committee substitutes for exams will NOT be listed here.
- Click on “My Program Audit.”
  - 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](#).
  - Are you on track to complete all courses on your approved POSC prior to graduation? If not, you will need to revise your POSC and submit for routing and approval prior to scheduling your final oral examination.

**Preliminary 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 two weeks prior to your oral exam date.
- Process committee [substitution request](#), if necessary.
- Process required distance forms if 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.

**REMEMBER**

- At least six months must elapse between the preliminary and final oral exams.
- Registration is required each fall and spring semester between the preliminary and final oral exams.

Questions? Please contact Natalie at nbr@iastate.edu.