

# IUPUI Graduate Office

## Examination Form FAQs

### NAVIGATION & FUNCTIONALITY

#### Q. Where can faculty and staff go to approve forms?

1. Email notification will be sent with a link to forms awaiting signature which can be approved after two-factor sign-in with BoilerKey.
2. Alternatively, faculty and staff can log in to the GSDB and navigate to the “My Signature” icon at the top of the screen. All forms awaiting your signature will be listed here. If no exam forms are presently awaiting your signature, you will see a red note stating ‘There are no exam forms to display’ under the “Exam Forms Awaiting Signature” heading.
3. The white “E-Forms Proxy List” link at the top right will display forms awaiting someone else’s signature if you are that person’s default proxy.
4. The white “Student Search” link at the top left will allow you to search for a specific student to signan outstanding request.

#### Q. How do staff initiate exam forms?

##### 1. **G.S. Form 8: Request for Appointment of Examining Committee**

*(For thesis masters finals & Ph.D. prelims/finals):*

This form may be initiated and submitted by either the department coordinator through the [Graduate School Database](#) or the student through [myPurdue](#) (based on department preference). As a coordinator, to initiate a Form 8, complete the following steps:

- Select the “Exam Forms” link at the top of the screen
- Select the “Form 8...” area
- Click the gray “Initiate Form” button
- Click the name of the student for whom the exam request is being initiated. (The list will only show active students who have an approved or outstanding plan; if a name is missing, the student likely needs to submit their plan before proceeding with an exam request.)

##### 2. **G.S. Form 7: Report of Master’s Examining Committee**

*(For non-thesis master’s students)*

Coordinators must initiate this form for all non-thesis graduation candidates unless the department has an approved Alternative Graduation Criteria (ACM). For a list of departments with approved ACMs, contact the [IUPUI Graduate Office](#). To initiate a Form 7:

- Select the “Exam Forms” link at the top of the screen in the [Database](#)
- Select the “Form 7...” area
- Click the gray “Initiate Form” button
- Click the name of the student for whom the exam request is being initiated. (The list will only show active students who have an approved or outstanding plan; if a name is missing, the student likely needs to submit their plan before proceeding with an exam request.)

## Q. Can I initiate the electronic Form 9 (Thesis/Dissertation Acceptance) for my students?

No, students must initiate the *Form 9* through [myPurdue](#). Once logged in, they will need to select the “Graduate School Plan of Study” link in the bottom left box in the “Academics” tab, login a second time, and then select the blue “*Form 9 (Thesis/Dissertation Acceptance)*” link. Students need to have an approved Form 8 Exam Request on file for a thesis master’s or doctoral final exam for the “Form 9” link to display. If you have any further questions about the Form 9, contact the Purdue Graduate Recorder at [pugrad@iupui.edu](mailto:pugrad@iupui.edu).

## DATABASE MAINTANENCE

### Q. A student needs to change the date, time, and/or location of a defense exam but the Form 8 has already been approved and exam result form initiated. How do we change?

Please email [pugrad@iupui.edu](mailto:pugrad@iupui.edu) with the student’s name, PUID, and the form type to be changed, and we can update the exam information in the Form 8 which will automatically update the same information in the Form 7, 10, or 11.

### Q. A student has canceled their examination and does not yet have a plan for when it will be rescheduled. What do we do with the current exam form(s)?

Please email [pugrad@iupui.edu](mailto:pugrad@iupui.edu) with the student’s name, PUID, and the form type to let the Graduate School know to archive the exam form(s). A new Form 8 will need to be submitted once exam is rescheduled.

### Q. An exam is currently in “Archived” status, but the student completed this exam. How do we re-activate the form so the committee can sign?

Please email [pugrad@iupui.edu](mailto:pugrad@iupui.edu) to confirm that the exam was taken on the date indicated on the archived form. A Graduate School staff member will then re-activate the exam form so the committee members can sign.

### Q. How do I remove unneeded saved exams?

Coordinators have access to delete all unnecessary saved forms. To delete an exam that is in “Saved” status:

- Select the “Exam Forms” link at the top of the screen
- Select the “Form 8...” or “Form 7” area (depending on the exam to be deleted)
- Click the gray “Saved Forms” button
- Click the name of the student for whom the exam request is being deleted
- Scroll to the bottom of the page, and click the gray “Delete Form” button

### Q. My student has left the university. If they decide to return later, will their preliminary exam still be valid?

If a student leaves their graduate program at Purdue, their coursework, any plans of study submitted, and their preliminary exam become invalid after a five or more year gap in graduate registration (see [Section III.C.5](#) of the University Catalog).

## KEY POLICIES & PROCEDURES

### Q. How are examinations scheduled?

1. **Non-Thesis Option Master's Students:** Coordinators can submit a *Form 7: Report of Master's Examining Committee* directly to the examining committee for non-thesis students if the advisory committee on the plan matches the individuals who will be serving on the examining committee. The form must be submitted and receive all department signatures before the last week of classes of the academic session in which graduation is expected. The Form 7 is not needed if the department has an approved Alternative Graduation Criteria (ACM) for its non-thesis students. For a list of departments with approved ACMs, contact the IUPUI Graduate Office, [pugrad@iupui.edu](mailto:pugrad@iupui.edu).
2. **Thesis Option Master's Students:** The student or coordinator must submit a *Form 8: Request for Appointment of Examining Committee* to request the final examination. The Form must be submitted and receive all department signatures at least two full weeks before the requested exam date.
3. **Doctoral Students:** The student or coordinator must submit a *Form 8: Request for Appointment of Examining Committee* to request the preliminary or final examination. The form must be submitted and receive all department signatures at least two full weeks before the requested exam date. Keep in mind that at least two full sessions of registration are required following a successful preliminary exam for the student to be eligible to defend.

### Q. What does the Graduate School require of students prior to submitting an Exam Request (Form 8)?

To submit a Form 8, students must have submitted their plan of study as "Final," and have active registration for the term in which the exam is to take place. Students should work with the graduate contact within their department to ensure that the exam is scheduled according to department protocol (room reservations, schedule processes, etc.).

### Q. How many members are required for an examining committee?

- Non-Thesis Master's Finals: 3 members, unless the department has been approved to have only one member committees for their non-thesis students. (Contact the [IUPUI Graduate Office](#) for a list of departments with one-member advisory committee allowances for their non-thesis students.)
- Thesis Master's Finals: 3 members
- Ph.D. Prelims: 3 members
- Ph.D. Finals: 4 members

### Q. What qualifies an individual to serve on an examining committee? What are the service guidelines?

Please see [Appendix M](#) (University Catalog). For all exam committees, at least 51% of the committee members must be regular, full-time faculty.

### Q. How early should a student submit a Form 8 prior to the examination date?

At least 3 weeks is recommended to allow time for department review. The Form 8 must receive all department signatures at least 2 weeks in advance of the exam.

### Q. Can committee or examination information be updated on a Form 8 Exam Request after it has been approved?

Yes; if any changes need to be made to exam forms that have already been approved (location changes, last minute committee member substitutions, thesis title updates, etc.), email the request to [pugrad@iupui.edu](mailto:pugrad@iupui.edu) and a Graduate School staff member will make the requested update(s). Please ensure compliance with committee regulations outlined in [Section VII.D](#) of the University Catalog prior to submitting an update request.

### Q. The Form 8 is late in being submitted to the Graduate School due to a delay in submission or department signature. Can the request still be accepted?

Yes, but either the student or the department coordinator will need to add a comment to the Form 8 explaining the delay.

### Q. How much time must elapse between the Ph.D. preliminary and final exams?

At least two full sessions of active registration are required between the session in which the preliminary exam was passed and the session in which the defense is being requested.

### Q. If a student's major professor believes they are ready to defend before the two-semester requirement has been satisfied, can an exception be made to allow for an early defense?

Exceptions to the Two Semester Rule are considered on a case-by-case basis. To request an exception, a memo requesting an exception should be endorsed by the student's major professor and the head or chair of the graduate program and submitted to the IUPUI Graduate Office for review via the RTS request system. If you need access to the RTS system, please email [pugrad@iupui.edu](mailto:pugrad@iupui.edu) for access.

### Q. Does the examining committee have to unanimously approve a student passing an exam for it to be considered satisfactorily completed?

Three member committees must be unanimous in their decision to pass a student. If there are four or more members on the examining committee, one member can dissent (disapprove/abstain) without impacting the decision of the rest of the committee to pass the student.

### Q. What happens if a doctoral student fails the preliminary exam?

If the report is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination by submitting a new *Request for Appointment of Examining Committee* (G.S. Form 8). The student must wait at least until the following session (including summer session) to repeat the examination. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the dean of the Graduate School.

### Q. What happens if a student fails a final exam?

If the examination is unsatisfactory, a candidate must wait at least until the following session (including summer session) to repeat the final examination. A new *Request for Appointment of Examining Committee* (G.S. Form 8) must be submitted for the second attempt.