

Date: March 12, 2020

To: Directors of graduate education  
Department chairs  
Staff supporting graduate students

From: William R. Graves   
Dean of the Graduate College

Subject: Preliminary and final oral examinations during period of COVID-19 response

In light of moving all classes at Iowa State University online from at least March 23 to April 3, the Graduate College is providing the following information regarding preliminary and final oral examinations. Our service to the campus will adhere to the principle of supporting academic continuity of students toward their degrees.

- 1) The Graduate College understands that decisions on conducting preliminary and final oral exams in the coming weeks may be made with less lead time than is typical. We therefore will expedite the approval of exam requests made with the Exam Request Form. Normally, the Graduate College needs this form at least 2 weeks before the preliminary oral exam date and 3 weeks before the final oral exam date, but for exams held through April 3, the form may be submitted up to 7 days before the exam.
- 2) If an exam already scheduled within the period of March 16 to April 3 cannot be held, the exam may be rescheduled by emailing Lisa Elm in the Graduate College (lkelm@iastate.edu).
- 3) For all preliminary and final oral exams from March 16 through April 3, the student and up to all members of the examining committee may participate via telephone or videoconference if the mode(s) of participation are agreeable to all participants. Students and faculty who wish to participate remotely should submit the usual notification form (Student at distance/Committee at distance). These will be accepted any time before the exam is scheduled to begin.
- 4) We ask that the form to report the outcome of an oral exam be provided to the Graduate College as soon as is safely possible after the exam. The forms may be dropped off at 1137 Pearson Hall or may be sent by campus mail or email. The student and POS committee may decide on the most appropriate mode and timeline for submitting the form. Please contact a staff member listed below about alternate options for obtaining signatures on forms.
- 5) At this time, all preliminary and final oral exams after April 3 will be expected to conform to all the standard policies as described in the *Graduate College Handbook*. The dynamic nature of the COVID-19 situation may lead to an extension of the suspension of policies on remote participation. Depending on circumstances that manifest over the next few weeks, the date by which final oral exams must be passed to graduate this semester (April 17) may be adjusted.

Graduate College staff will be available, in the office, via email, and/or by telephone, throughout any COVID-19-related interruptions. If you have any questions or concerns, please do not hesitate to reach

out to us. The general phone number for the Graduate College is 515-294-4531. You also may directly contact the staff members below concerning the following specific issues:

Rescheduling Preliminary and Final Oral Examinations: Lisa Elm, lkelm@iastate.edu

Preliminary Oral Examinations (other than rescheduling): Melissa Stolt, mstolt@iastate.edu

Final Oral Examinations: Lisa Elm, lkelm@iastate.edu

Program of Study and Committee forms (POSCs): Natalie Robinson, nbr@iastate.edu

Theses, Dissertations, ProQuest, Digital Repository: Melissa Stolt, mstolt@iastate.edu

Applications for Graduation: Lisa Elm, lkelm@iastate.edu

Graduate College Commencement Ceremony: Registrar's Office, registrar@iastate.edu

C: Jonathan A. Wickert, Senior Vice President and Provost  
Jennifer J. Suchan, University Registrar  
Provost's Council