Final Exam Updates:
Policy and
Final Exam Result (FER) Forms

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Doctoral Exam Policy Refresher

• Committee composition
  – At least 4 voting members: including 3+ Grad Faculty members and 2+ tenured at Illinois

• Registration
  – Must be enrolled for academic term in which the prelim and final exams occur

• Format
  – Student + Chair + Additional member must be physically present
  – All voting members must participate (in person or via teleconference) for entire exam
Doctoral Exam Policy Refresher

• Preliminary Exam Results
  – Pass
  – Fail
  – Defer the decision
  – Must be unanimous
Doctoral Exam Policy Changes

• Final Exam Results
  – A unanimous decision is not required
  – Pass the candidate
    • Director(s) of research vote Pass and not more than one additional member votes Fail
  – Fail the candidate
    • 2+ members vote Fail OR a Director of research votes Fail
Doctoral Exam Policy Changes

• Final Exam Committee Chair Responsibilities
  – The final examination committee chair is responsible for convening the committee, conducting the examination, communicating any required revisions to the student, and submitting the Final Exam Result form to the department in which the student is enrolled and to the Graduate College. The Committee Chair may designate another voting member of the Committee to communicate the required revisions
Committee Appointment Requests

- Submission form looks the same
- Chair and Director of Research may be different
- List Chair & Director, even if same person
**Sample blank updated FER**

**The Graduate College | University of Illinois at Urbana-Champaign**

**Final Examination Result**

Student: [Student name]
Department: [Department name]
Program: [Program name]
Exam Date: [Date]

We, the undersigned, verify that we have administered to the above student an appropriate final examination for the doctoral degree and vote as indicated below.

<table>
<thead>
<tr>
<th></th>
<th>PASS VOTE</th>
<th>FAIL VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, John (Director)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane (Director)</td>
<td></td>
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<tr>
<td>Name (Member)</td>
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</tbody>
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Result from Final Examination Committee:
- [ ] Pass the examination (The Director(s) of Research have voted Pass AND no more than one of the remaining Committee members has voted Fail.)
  - With no revisions, the Committee will sign the Dissertation Approval form. A member who voted Fail may, but is not required to, sign the Dissertation Approval form.
  - With revisions, the Committee Chair (or designated Committee member) will communicate the required dissertation revisions to the candidate. The Committee will sign the Dissertation Approval form after the completion of all required revisions. A member who voted Fail may, but is not required to, sign the Dissertation Approval form.
- [ ] Fail the examination (A Director of Research has voted Fail OR two or more Committee members have voted Fail.) A program may, but is not required, to grant the student a second opportunity to take the examination after completing additional research or writing, as recommended by the Committee. After a fail result, a student will only be allowed to take the final examination one additional time while pursuing that program of study.

Head of department/program (must be original/wet signature)

Graduate College policy on final examinations is found in Chapter VI, Section B, of the Graduate College Handbook. The Final Exam Result (FER) form verifies that the student has completed the examination, regardless of outcome. Students must be enrolled for the entire academic term in which the final exam occurs. After the exam, please return this fully signed FER form promptly to your departmental office for forwarding to the 200 Cobe Hall, UC-302. This term must be enrolled by the Graduate College no later than 100 days from the exam date listed above.

[www.grad.Illinois.edu](http://www.grad.Illinois.edu)
Sample blank updated FER

- Student name and UIN
- Department
- Program name
- Blank line for exam date

We, the undersigned, verify that we have administered to the above student an appropriate final examination for the doctoral degree and vote as indicated below.

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Sign in either the pass or fail column to indicate your vote. Signatures of the chair(s) must be original (wet).
Sample blank updated FER

- Committee member names and roles on left
  - If two directors, both listed as “Director”
- Pass column and Fail column
- Members sign in column that corresponds to their vote
- Chair (and co-chair) wet signatures
Wet signatures on FER

- Required original (wet) signatures on FER forms:
  - Chair
  - Co-Chair (if applicable)
  - Department head or authorized signatory
Sample blank updated FER

Pass
- If Director(s) vote Pass AND no more than one member votes Fail
- With no revisions
- With revisions
Fail

- If Director(s) OR two or more members vote Fail

**Result from Final Examination Committee:**

- [ ] Pass the examination (The Director(s) of Research have voted Pass AND no more than one of the remaining Committee members has voted Fail.)
- [ ] With no revisions. The Committee will sign the Dissertation Approval form. A member who voted Fail may, but is not required to, sign the Dissertation Approval form.
- [ ] With revisions. The Committee Chair (or designated Committee member, ) will communicate the required dissertation revisions to the candidate. The Committee will sign the Dissertation Approval form after the completion of all required revisions. A member who voted Fail may, but is not required to, sign the Dissertation Approval form.

**Fail the examination** (A Director of Research has voted Fail OR two or more Committee members have voted Fail.) A program may, but is not required to, grant the student a second opportunity to take the examination after completing additional research or writing, as recommended by the Committee. After a fail result, a student will only be allowed to take the final examination one additional time while pursuing that program of study.

Head of department/program (must be original/wet signature)

Graduate College policy on final examinations is found in Chapter VI, Section D. of the Graduate College Handbook. The Final Exam Result (FER) form verifies that the student has completed the examination, regardless of outcome. Students must be enrolled for the entire academic term in which the final examinations. After the exam, please return this fully signed FER form promptly to your departmental office for forwarding to 201 Colfax Hall, MC-1302. This form must be received by the Graduate College no later than 160 days from the exam date listed above.

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Sample blank updated FER

- Department head or authorized signatory wet signature
Sample completed updated FER

- Exam date listed
- Directors of Research voted Pass
- No more than one member voted Fail
- Pass and With revisions marked
- Wet chair and department head signatures
Sample blank TDA

- Member who voted fail not required to sign TDA form
- Check against FER at Grad College
- Wet signature of department head or authorized signatory
Sample completed TDA

- Member who voted Fail did not sign TDA form
- Wet department head signature
- TDA signed after revisions completed and approved
More Information

• PER form has not changed
• New policies found in Grad College handbook
• **October 7**: Annual Workshop for Directors of Graduate Study and Graduate Contacts
• Email communications this week
• Questions?