

Instructions for Using Electronic Exam Forms in Sociology For PhD

(A) Prelims:

Student's responsibility: In consultation with the major professor/committee members, the student must confirm the schedule for the prelims – date for receiving exam questions; date of submission of written answers, and date/time of oral defense. The student is responsible for informing the graduate assistant of the following information: the title of the proposal and the schedule for the oral defense (date & time) at least three weeks in advance. Delayed submission of these details can result in not having an auto generated form for the committee to sign online. The student should print a paper form (Dissertation Proposal Form) which is located on the forms webpage of the Sociology website for current students. This form is to be completed by the committee at the proposal defense. Return the signed form (after the prelim defense) to the Graduate Assistant.

Graduate Office: Based on this information, we will generate an online request for scheduling the proposal defense (referred to as appointment of the examining committee that is form 8). After this request is processed, the form (Form 10 – prelim exam form) will be auto generated through the system.

Faculty members (Chair of PhD committee): The student's advisory committee chair will receive an email prompt, with a link, to sign off electronically on form 8 for scheduling the oral exam. When you click on the link and log in, you will see names listed under categories of anything that is waiting for your signature (name of the student will show up under form 8). An approved FORM 8 is attached for your information. Nothing has to be filled in by the committee chair. The Chair of the PhD Committee has to 'approve' form 8 for scheduling the prelim exam.

Report of the prelim exam (FORM 10): About 6:30 am on the day of the oral exam, the Chair of the PhD committee will receive an email prompt as a reminder of the scheduled oral exam. After the oral exam, the student's advisory committee chair will log and enter the results of the exam on form 10.

Instructions to Committee Chair for completing form 10: Please see attached a PDF version of form 10 that the chair of the committee will complete after the oral exam. The committee chair will follow the following steps to complete the form.

1. Basis of Recommendation: Select "Written and oral preliminary examination"
2. Result of the examination: (a) for a 'pass' select "Do regard the student fully qualified" and (b) for a 'fail' select "Do NOT regard the student fully qualified"
3. Recommendation: (a) for a 'pass' select "Do recommend that the student be admitted to candidacy" and (b) for a 'fail' select the second option and appropriate ones that follow.
4. Click "submit report"

Committee members: After the Chair has ‘submitted the report’ the form will be routed for signatures of committee members. Each committee member will receive a prompt from graduate school. Please click on the link, When you click on the link and log in, you will see names listed under categories of anything that is waiting for your signature. The form waiting for signature will be listed with the name of the student.

Forms – see attached samples

Form 8: Appointment of examining committee - scheduling PhD prelims (electronic)

Form 10: Report of the preliminary examinations - report of PhD prelim written and oral exam (electronic)

(B) PhD/Dissertation defense:

Student’s responsibility: In consultation with the major professor/committee members, the student must confirm a date/time for the dissertation defense. The student is responsible for informing the graduate assistant: **the title of the dissertation and the schedule for the oral defense date & time as well confirm the names of all committee members at least three weeks in advance.** Delayed submission of these details can result in not having an auto generated form for the committee to sign online. Students are required to submit the Electronic Thesis Acceptance Form (ETAF) through their Plan of Study portal. This form should be submitted on the day of Defense. More details are listed below.

Thesis Deposit Process: <https://www.purdue.edu/gradschool/research/thesis/requirements.html>

Graduate Office: Based on this information, we will generate an online request for scheduling a defense (referred to as appointment of the examining committee that is form 8). After this request is processed, the final defense form (Form 11 -final examination) will be auto generated through the system.

PhD Committee Chair:

Scheduling the defense Form 8: The student’s committee chair will receive an email prompt to sign off electronically on form 8 for scheduling the PhD defense. Again, when you click on the link and log in, you will see the exam forms waiting for your signature (name of the student will show up under form 8). An approved FORM 8 is attached for your information. Nothing has to be filled in by the committee chair. Only the Chair of the PhD Committee has to sign on form 8 for scheduling the defense (referred to as ‘final examination’ by graduate school).

Report of the final examination (defense) FORM 11: About 6:30 am on the day of the oral exam, the Chair of the PhD committee will receive an email prompt as a reminder of the scheduled oral exam. After the oral exam, the student’s advisory committee chair will log in (click on the students name under Form 11) and enter the results of the exam.

Instructions to Committee Chair for completing form 11: Please see attached a PDF version of form 11 that the chair of the committee will complete after the dissertation defense. The committee chair will follow the following steps to complete the form.

1. Recommendation: (a) For a 'pass' select "Be certified by the faculty for the degree of Doctor of Philosophy" and (b) for a 'fail' select second option, "NOT be certified ..."
2. Dissertation Award: select if recommend nominating this student for an outstanding dissertation award.
3. Three options are provided (a) approve, (b) disapprove and (c) abstain. Please select accordingly. Select as appropriate.

Electronic Thesis Acceptance Form (ETAF): The student will initiate the ETAF through their plan of study. You will electronically certify the following statement:

"Further, I certify that to the best of my knowledge this document is the original work of the author and all content from other authors appearing in the thesis/dissertation has been properly quoted and attributed. The author's manuscript was diagnostically review by iThenticate on the date indicated as a determining factor in this assessment..."

Committee members: After the Chair has 'submitted the report of the final examination' the form 11 will be routed for signatures of committee members. Each committee member will receive a prompt from graduate school. Please click on the link and log in. The form waiting for signature will be listed with the name of the student. Three options are provided (a) approve, (b) disapprove and (c) abstain. Select as appropriate.

Outside Committee members; E-mail the department's Plan of Study Coordinator/Graduate Assistant ,Nicole Remley and Cc gradweb@purdue.edu with the following:

Student's Name:

Examination Form #:

Examination Date:

Degree Recommendation: (Approve/Disapprove/Abstain)

A brief statement authorizing the department's Plan of Study Coordinator to sign the form on his/her behalf.

The outside committee member is unable to log in the Purdue system to electronically approved the students exam form. The email will provide authorization for the Graduate Assistant to electronically sign on the Outside Committee Member's behalf. The Graduate School will maintain a copy of this email as part of the student's permanent record.

Committee members with the following Graduate Faculty Appointment levels will require a proxy on these electronic forms since they will not have access to the Graduate Intranet Database: S.3,S.4, S.5A, S.5, S.6, S.7A, S.7, S.8, S. 9A, and S.9. In these cases, the Plan of Study Coordinator will automatically be assigned as the proxy for the individual on the form; s/he will be able to sign on behalf of the committee member as soon as the above e-mail is received.

Examination committee members who hold Regular, S1, or S2 faculty appointments should have access to sign the electronic forms from any desktop or laptop with internet access. However, if a proxy is needed for a committee member who typically has access to the Database, once the above email is received, we will manually set up the proxy in the system as requested. Once this is set up, a confirmation email will be sent to the Plan of Study Coordinator indicating that s/he has been given access to sign the examination form on behalf of the Regular, S1, or S2 faculty member.

Forms- see attached samples

Form 8: Appointment of examining committee - scheduling dissertation defense (electronic)

Form 11: Report of final examination - that is the dissertation defense (electronic)



Form 8: Request for Appointment of Examining Committee

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Form Status

APPROVED

[View Plan of Study](#)

Student

Soc Student DOCTOR

PUIDXXXXXX

Degree sought

OF PHILOSOPHY

PHD

Examination to be taken:

PRELIMINARY EXAMINATION

It is recommended that the following serve as members of the Examining Committee:

Participation	Dept	Faculty ID	Exam Committee Member	Area
CHAIR	SOC		Chair Name	
MEMBER	SOC		Member Name	
MEMBER	SOC		Member Name	
MEMBER	SOC		Member Name	

It is planned to hold the examination:

Date: FEB 24, 2014

Time: 03:00 PM

Building: STON

Room No.: 331

Thesis Title: "Thesis Title Will be entered in this spot"

Approval Status

Level	Authorization	Required Signature	Status
70	Plan of Study Coordinator	Grad Secretary	SUBMITTED 01/10/2014 23:30:38
60	Plan of Study Coordinator	Grad Secretary	APPROVED by Grad Secretary 01/10/2014 23:30:55
50	Advisory Committee Chair	Chair Name	APPROVED by Chair Name 01/10/2014 23:46:06
20	Exam Form Head Signature	Grad Director	APPROVED by Grad Director 01/10/2014 23:46:24
10	Processor	Grad School	PROCESSED Grad School 01/23/2014 15:45:22
0	Graduate School Authorization	Grad School	APPROVED by Grad School 01/29/2014 14:05:59



Form 10: Report of the Preliminary Examination

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Form Status	PROCESSED	View Plan of Study
Exam Result	PASSED	
Student	Soc Student	PUIDXXXXXX
Degree sought	DOCTOR OF PHILOSOPHY	PHD
Date Examination Held:	02/24/2014	

Basis for this report:

- Written preliminary examination
- Oral preliminary examination
- Written and oral preliminary examination

Result of the examination:

In so far as can be determined by the examination, we

- Do regard the student fully qualified
- Do NOT regard the student fully qualified

Recommendation:

When the Graduate School shall find that all other requirements have been met, we

- Do recommend that the student be admitted to candidacy
- Do NOT recommend that the student be admitted to candidacy

In the event the student is NOT admitted to candidacy, it is recommended that he or she

- Withdraw from the Graduate School
- Continue under the following conditions:

Report submitted by XXXX on 02/24/2014 18:08:47

Examination

Committee members must indicate if they approve or disapprove of the degree recommendation decision displayed above.

Participation	Exam Committee Member	Dept	Faculty ID	Required Signature	Status
CHAIR	Committee Chair	SOC		Chair Name	APPROVED by Chair Name 02/25/2014 13:00:19
MEMBER	Member Name	SOC		Member Name	APPROVED by Member Name 02/25/2014 11:55:39
MEMBER	Member Name	SOC		<u>Member Name</u>	APPROVED by Member Name 02/24/2014 20:38:31
MEMBER	Member Name	SOC		Member Name	APPROVED by Member Name 02/24/2014 18:19:23

Committee certification for the satisfactory completion of the preliminary examination requires that all of a three-person committee members sign and concur to the results. If the committee has four or more members, a single member may withhold his or her signature of approval and the examination will still be considered as "Passed".

Approval Status

Level	Authorization	Required Signature	Status
20	Exam Form Head Signature	Grad Director Name	APPROVED by Grad Director 02/25/2014 13:00:41
10	Processor	Grad School Name	PROCESSED by Grad School Name02/25/2014 13:37:52



Form 11: Report of the Final Examination

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West Lafayette (Mail Campus)

Help Outstanding Forms

OUTSTANDING

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Form Status

Student

XXX)<X,XX

XXX XXX

Degree sought

DOCTOR UJ- PhilLV;>_lrm i

PHD

Date Examination Held:

03/10/2014

Recommendation:

When the Graduate School has verified that all other requirements have been met, we recommend that the candidate be certified by the faculty for the degree of Doctor of Philosophy. If the candidate is not certified by the faculty for the degree of Doctor of Philosophy, it is recommended that he or she be withdrawn from the Graduate School. Continue under the following conditions:

|

Dissertation Award:

"" We recommend nominating this student for an outstanding dissertation award

Report submitted by < \ on 03/10/2014 16:50:36

Examination

Committee members must indicate if they approve or disapprove of the degree recommendation decision displayed above.

Participation	Exam Committee Member	Dept	Faculty ID	Level	Required Signature	Status
CHAIR		BTNY		RI	APPROVED by	c03/101201416:50.36
MEMBER		HORT		RI	PJ>PROVED by	/2014 17:13 17
MEMBER		BTNY		RI	Approve	Disapprove
MEMBER		BTNY		RI	•APPROVED by	Abstain
						Submit Signature
						0311012014 17 09'18

A majority of the dissenting or abstaining vote is acceptable in certifying a candidate to receive the degree,

Supplemental Notes: £\dd li !WR!£!Ut!!!.l.h!!!. View A!!!:-loks No supplemental notes currently exist

Approval Status

Level	Authorized	Required Signature	Status
20	Exam Form Head	Signature	(Waiting on higher level signatures)
10	Processor		(Waiting on higher level signatures)

