

Guidelines for Scheduling Preliminary Exam

- Plans of study submitted and approved – may be viewed on Hokie Spa.
- All coursework listed on MEng Plan of Study taken

Note: If preliminary exam is taken during the summer, student must be registered for at least 3 credit hours, which will result in tuition charges. Try to schedule prelims during Fall or Spring semesters to avoid this.

Forms to be completed: (Note: If you already have an MS degree and are not completing a MEng, then you can skip the second and third steps).

- **Request to Admit Candidate to Preliminary Exam (Electronic Signature Approval System)**

Location: Graduate School website (www.graduateschool.vt.edu)

under Academics tab – Forms – Academic Progress category

Submitted to Graduate School at least 2 weeks before exam

Complete on-line Electronic Scheduling form. (Committee members will be sent e-mails notifying them to approve the schedule electronically)

When the exam request has been approved by everyone, an e-mail notification will be sent to the student, advisory committee and staff coordinator with notification of the official exam scheduling. (An exam should not be conducted without this e-mail notification).

After the exam, committee members will approve the preliminary exam electronically

If a committee member cannot be present, a proxy may attend the exam, however, the original committee member must approve the schedule and the preliminary exam electronically

Non-VT committee members must be given guest access by the student through Hokie Spa (separate instructions available)

- **Request to Admit Candidate to Final Exam for MEng (request paper form from Graduate School)**

Submitted to Graduate School at least 2 weeks before exam

Complete form – get committee members' signatures

Bring form to Diane for Department Head signature and her signature.

Form should then be walked over or scanned to the Graduate School.

Please allow plenty of time to obtain signatures in order to get form to Graduate School by deadline.

If a committee member cannot be present at the exam, a proxy should be designated and the Graduate School should be notified by e-mail from the Advisor or on the exam scheduling form.

*This exam can be scheduled on the same day as the preliminary exam, but not at the same time. They are supposed to be two separate exams, not joint.

- **Application for Degree or Certificate (MEng) (submit with paperwork when scheduling exam)**

Location: Graduate School website (www.graduateschool.vt.edu)

under Academics tab – Forms – Academic Progress category

Submit a paper form for MEng because Hokie Spa will only show the one for PhD.

Complete form and submit to the Graduate School.

Deadlines are:

October 1 for Fall

March 1 for Spring

For students completing a MEng, the final exam form will be sent to the student's advisor. Your advisor should bring the form to the exam so all committee members can sign once the exam is complete. The student or advisor should bring the form to Diane for her signature and then the student can walk the form over to the Graduate School after a copy is made for the file. The form should be returned to the Graduate School within 2 business days.