

PURDUE UNIVERSITY

# Exam Forms

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Graduate School Web Database

9/18/2013

This document is an introduction to the Exam Form process recently implemented in the Graduate School Web Database. It provides guidance on how to initiate and approve new exam requests (Form 8), and how to report the results of an examination (Form 10, 11 or 7). The document is organized by user profile.

***Please, select your role from the following list:***

[Plan of Study Coordinator \(or Exam Form Initiator\)](#)

[Advisory Committee Chair or Co-chair](#)

[Exam Committee Chair or Co-chair](#)

[Exam Committee Member](#)

[Exam Form Head](#)

[Proxy](#)

## Plan of Study Coordinator (or Exam Form Initiator)

- [How students initiate and submit an exam request](#)
- [How Plan of Study Coordinators initiate and submit an exam request](#)
- [How to approve or reject a request for appointment of examining committee](#)
- [How to report the results of a Non-Thesis Master's degree examination](#)
- [How to reopen a rejected request](#)
- [How to remind committee members about upcoming examinations](#)

### How students initiate and submit an exam request

Students have the ability to initiate and submit their requests for appointment of examining committee. Students should access the Exam Form Generator through *myPurdue* portal, and select the "Graduate School Plan of Study" link under the "Graduate Students" section on the "Academic" tab.

In the Graduate School database home page, the "Request for Appointment of Examining Committee" link will open the Exam Form Generator.

**Purdue University Graduate School**  
**Graduate Student Intranet Database**

Welcome GRADUATE

The information display on these pages contain your personal information.  
The Graduate School database does not have the time out feature of myPurdue.  
To keep your information secure it is YOUR RESPONSIBILITY to

1) return to this page and click on the LOGOUT button then  
2) close your browser when you are finished.

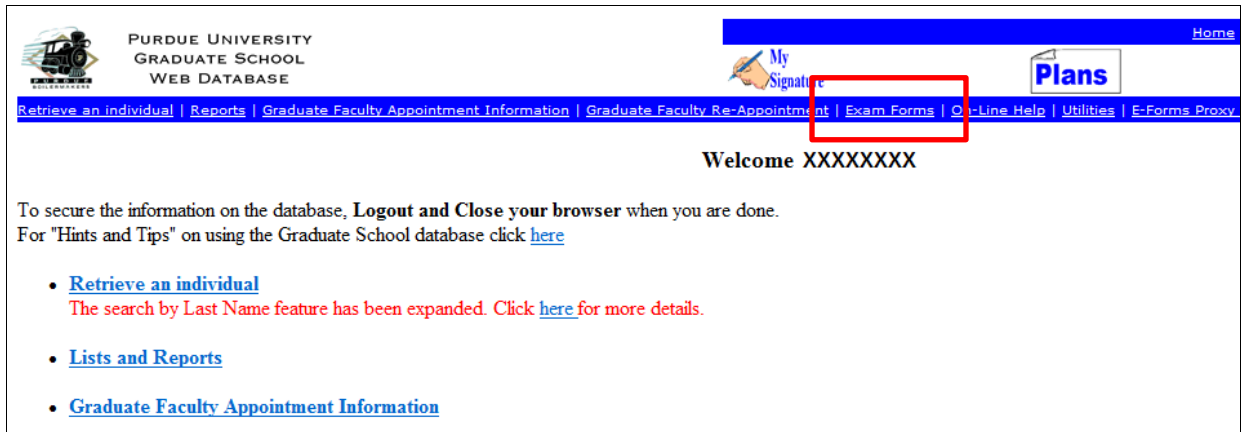
[Plan of Study Generator](#)  
[Request for Appointment of Examining Committee](#)  
[Funding Account](#)  
[Doctoral Candidate Exit Questionnaire](#)  
[Master's Candidate Exit Questionnaire](#)

Logout

For your information:  
[Office of the Registrar: Student Information & Privacy](#)

## How Plan of Study Coordinators initiate and submit an exam request

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option.



PURDUE UNIVERSITY  
GRADUATE SCHOOL  
WEB DATABASE

Home

My Signature

Plans

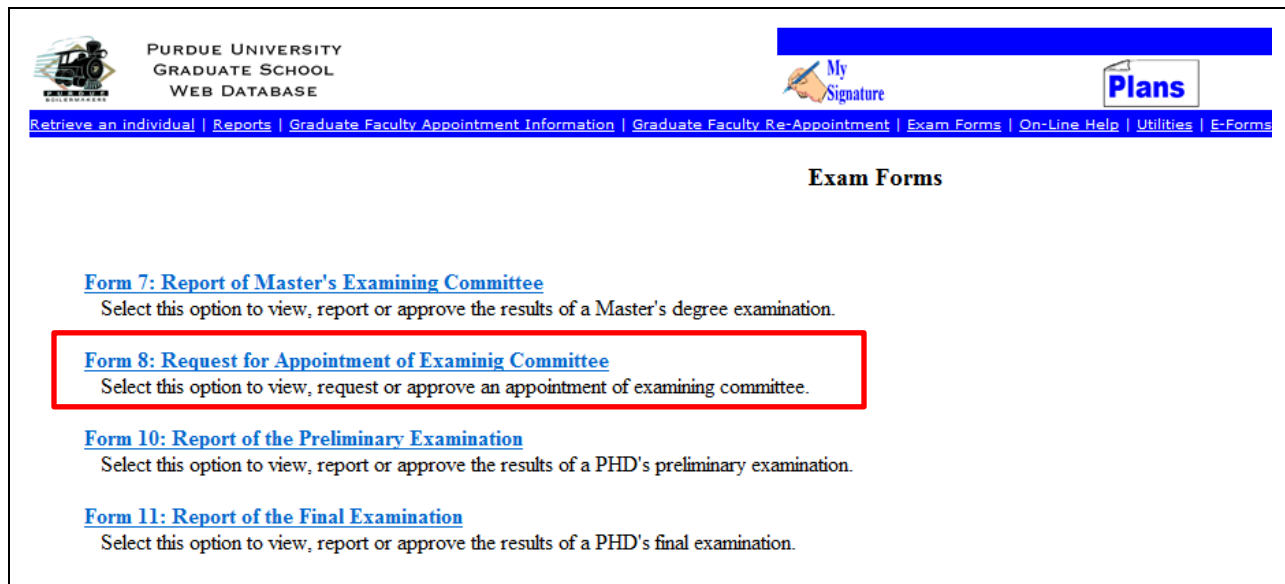
Retrieve an individual | Reports | Graduate Faculty Appointment Information | Graduate Faculty Re-Appointment | **Exam Forms** | On-Line Help | Utilities | E-Forms Proxy

Welcome XXXXXXXX

To secure the information on the database, **Logout and Close your browser** when you are done.  
For "Hints and Tips" on using the Graduate School database click [here](#)

- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)
- [Graduate Faculty Appointment Information](#)

2. Select “Form 8” to request an appointment for an examination (PHD’s preliminary examination, PHD’s final examination, or Master’s final examination, except for non-thesis master’s degrees when the exam committee is the same as the advisory committee).



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**Exam Forms**

[Form 7: Report of Master's Examining Committee](#)  
Select this option to view, report or approve the results of a Master's degree examination.

[Form 8: Request for Appointment of Examining Committee](#)  
Select this option to view, request or approve an appointment of examining committee.

[Form 10: Report of the Preliminary Examination](#)  
Select this option to view, report or approve the results of a PHD's preliminary examination.

[Form 11: Report of the Final Examination](#)  
Select this option to view, report or approve the results of a PHD's final examination.

3. Select the option “Initiate Form.”

4. Click on the student’s name to create a new exam form.

Student	PUID	Degree	POS Status
<a href="#">STUDENT,GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	APPROVED
<a href="#">STUDENT,GRADUATE</a>	0023510378	MASTER OF SCIENCE : NON-THESIS	APPROVED

5. Select the examination type (Prelim or Final). Then, click “Create Form.”

- The new exam form will be ready to complete and submit.

**Form 8: Request for Appointment of Examining Committee**

**ELECTRICAL & COMPUTER ENGR**  
West Lafayette (Main Campus)

Help Saved Forms

<b>Form Status</b>	SAVED	<a href="#">View Plan of Study</a>
Student	STUDENT,GRADUATE	0023510378
Degree sought	DOCTOR OF PHILOSOPHY	PHD
Examination to be taken:	FINAL EXAMINATION	

**Examining Committee:** [Update Exam Committee](#)

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

Participation	Dept	Faculty ID	Exam Committee Member	Area

**Exam Information:** [Update Exam Information](#)

It is planned to hold the examination:

**Date:**                      **Time:**                      **Building:**                      **Room No.:**

**Thesis Title:**

Submit Exam Form Delete Form

## How to approve or reject a request for appointment of examining committee (Form 8)

When a student submits a Form 8, it is routed to the Plan of Study Coordinator of the department for approval. To sign an exam form, follow these steps:

- Log in the Graduate School Web Database and select the “Exam Forms” menu option.

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Retrieve an Individual | Reports | Graduate Faculty Appointment Information | Graduate Faculty Re-Appointment | Exam Forms | On-Line Help | Utilities | E-Forms

**Welcome XXXXXXXXXX**

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- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)

2. Select "Form 8."

**Exam Forms**

[Form 7: Report of Master's Examining Committee](#)  
Select this option to view, report or approve the results of a Master's degree examination.

[Form 8: Request for Appointment of Examining Committee](#)  
Select this option to view, request or approve an appointment of examining committee.

[Form 10: Report of the Preliminary Examination](#)  
Select this option to view, report or approve the results of a PHD's preliminary examination.

[Form 11: Report of the Final Examination](#)  
Select this option to view, report or approve the results of a PHD's final examination.

3. Select the option "Outstanding Forms."

**Form 8: Request for Appointment of Examining Committee**

Help | Exit | Saved Forms | **Outstanding Forms** | Approved Forms | Rejected Forms | Archived Forms | Initiate Form

4. Click on the student's name to open the exam form.

**Form 8: Request for Appointment of Examining Committee**

**Outstanding Forms**

Help | Exit | Saved Forms | Approved Forms | Rejected Forms | Archived Forms | Initiate Form

Click on the student name to retrieve the form.

Dept	Student	PUID	Degree	Exam Type	Submitted	Waiting on Signature
ECEN	<a href="#">STUDENT_GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	PRELIM	06/06/2013	XXXXXXXXXX

- The exam form will display on the screen.

**Form 8: Request for Appointment of Examining Committee**

**ELECTRICAL & COMPUTER ENGR**  
West Lafayette (Main Campus)

Help
Outstanding Forms

**Form Status** OUTSTANDING [View Plan of Study](#)

Student: STUDENT,GRADUATE 0023510378

Degree sought: DOCTOR 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	ECEN	C9999	XXXXXXXXXXXX	
MEMBER	ECEN	C9999	XXXXXXXXXXXX	
MEMBER	ECEN	C9999	XXXXXXXXXXXX	

It is planned to hold the examination:

**Date:** JUL 15, 2013    **Time:** 01:45 PM    **Building:** PHYS    **Room No.:** 123

**Thesis Title:** thesis

**Approval Status**

Level	Authorization	Required Signature	Status
70	Student	XXXXXXXXXXXX	SUBMITTED 06/06/2013 10:31:19
60	Plan of Study Coordinator	XXXXXXXXXXXX	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Submit Signature"/>
50	Advisory Committee Chair	XXXXXXXXXXXX	Waiting on higher level signatures
20	Exam Form Head Signature	XXXXXXXXXXXX	Waiting on higher level signatures
10	Processor	XXXXXXXXXXXX	Waiting on higher level signatures
0	Graduate School Authorization	XXXXXXXXXXXX	Waiting on higher level signatures

## How to report the results of a Non-Thesis Master's degree examination

Follow these steps for non-thesis master's degrees when the exam committee is the same as the advisory committee.

- Log in the Graduate School Web Database and select the "Exam Forms" menu option.

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Welcome XXXXXXXXXXXX

To secure the information on the database, **Logout and Close your browser** when you are done.  
For "Hints and Tips" on using the Graduate School database click [here](#)

- [Retrieve an individual](#)  
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- [Lists and Reports](#)



2. Select "Form 7" to report the exam results of a Master's degrees without thesis when the examining committee is the same as the advisory committee:

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### Exam Forms

**[Form 7: Report of Master's Examining Committee](#)**  
Select this option to view, report or approve the results of a Master's degree examination.

**[Form 8: Request for Appointment of Examining Committee](#)**  
Select this option to view, request or approve an appointment of examining committee.

**[Form 10: Report of the Preliminary Examination](#)**  
Select this option to view, report or approve the results of a PHD's preliminary examination.

**[Form 11: Report of the Final Examination](#)**  
Select this option to view, report or approve the results of a PHD's final examination.

3. Select the option "Initiate Form."

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### Form 7: Report of Master's Examining Committee

Help Exit Saved Forms Outstanding Forms Processed Forms Rejected Forms Archived Forms **Initiate Form**

4. Click on the student's name to create the examination report.

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### Form 7: Report of Master's Examining Committee

Help Exit Cancel

Form 7 initiation is only allowed for non-thesis Master's degrees when the examining committee is the same as the advisory committee. For thesis degrees or different committees, students should submit a Request for Appointment of Examining Committee (Form 8).

Campus: **West Lafayette (Main Campus)**

Department: (ECEN) ELECTRICAL & COMPUTER ENGR

Click on the student's name to create a new exam form.

Student	PUID	Degree	POS Status
<a href="#">STUDENT,GRADUATE</a>	0023510378	MASTER OF SCIENCE : NON-THESIS	APPROVED
<a href="#">STUDENT,GRADUATE</a>	0023510378	MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING : NON-THESIS	APPROVED

- The examining committee will be displayed on the screen. If it is correct, click on "Create Form" to proceed.

**Form 7: Report of Master's Examining Committee**

**ELECTRICAL & COMPUTER ENGR**  
West Lafayette (Main Campus)

A new Exam Form 7 - Report of Master's Examining Committee - will be created for this student:

**PUID** 0023510378  
**Student** STUDENT,GRADUATE  
**Degree** MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING : NON-THESIS

*Form 7 initiation is only allowed for non-thesis Master's degrees when the examining committee is the same as the advisory committee. If the examining committee differs from the advisory committee, do not proceed with the creation of this form. Instead, student should submit a Request for Appointment of Examining Committee (Form 8).*

Participation	Dept	Faculty ID	Advisory Committee Member	Area
CHAIR	ECEN	C9999	XXXXXXXXXXXXXX	MULTIMEDIA SYSTEMS, DATABASES
MEMBER	ECEN	C9999	XXXXXXXXXXXXXX	VIDEO CODING, IMAGE PROCESSING
MEMBER	ECEN	C9999	XXXXXXXXXXXXXX	NANOTECHNOLOGY

- Complete and submit the exam form.

**Form 7: Report of Master's Examining Committee**

**ELECTRICAL & COMPUTER ENGR**  
West Lafayette (Main Campus)

**Form Status** SAVED

**Student** STUDENT,GRADUATE [View Plan of Study](#)

**Degree sought** MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING : NON-THESIS 0023510378

MSECE

**Examining Committee:**

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

Participation	Dept	Faculty ID	Advisory Committee Member	Area
CHAIR	ECEN	C9999	XXXXXXXXXXXXXX	MULTIMEDIA SYSTEMS, DATABASES
MEMBER	ECEN	C9999	XXXXXXXXXXXXXX	VIDEO CODING, IMAGE PROCESSING
MEMBER	ECEN	C9999	XXXXXXXXXXXXXX	NANOTECHNOLOGY

**Exam Information:** [Update Exam Information](#)

It is planned to hold the examination:

**Date:**                      **Time:**                      **Building:**                      **Room No.:**

## How to reopen a rejected request

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option. Then, select “Form 8.”

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Retrieve an individual | Reports | Graduate Faculty Appointment Information | Graduate Faculty Re-Appointment | Exam Forms | On-Line Help | Utilities | E-Forms

### Exam Forms

**[Form 7: Report of Master's Examining Committee](#)**  
Select this option to view, report or approve the results of a Master's degree examination.

**[Form 8: Request for Appointment of Examining Committee](#)**  
Select this option to view, request or approve an appointment of examining committee.

**[Form 10: Report of the Preliminary Examination](#)**  
Select this option to view, report or approve the results of a PHD's preliminary examination.

**[Form 11: Report of the Final Examination](#)**  
Select this option to view, report or approve the results of a PHD's final examination.

2. Select the option “Rejected Forms.”

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### Form 8: Request for Appointment of Examining Committee

Help Exit Saved Forms Outstanding Forms Approved Forms **Rejected Forms** Archived Forms Initiate Form

3. Click on the student’s name to open the rejected exam form.

Form 8: Request for Appointment of Examining Committee

Rejected Forms

Help Exit Saved Forms Outstanding Forms Approved Forms Archived Forms Initiate Form

Click on the student name to retrieve the form.

Dept	Student	PUID	Degree	Exam Type	Submitted
ECEN	<a href="#">STUDENT.GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	PRELIM	06/06/2013

4. Select "Modify and Resubmit" to re-open the form.

**Form 8: Request for Appointment of Examining Committee**  
 ELECTRICAL & COMPUTER ENGR  
 West Lafayette (Main Campus)

Help Rejected Forms **Modify and Resubmit**

**Form Status** REJECTED [View Plan of Study](#)  
 Student STUDENT,GRADUATE 0023510378  
 Degree sought DOCTOR 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	ECEN	C9999	XXXXXXXXXXXXXX	Advisor

### How to remind committee members about upcoming examinations

1. Log in the Graduate School Web Database and select the "Exam Form" menu option. Then, select the form type, according to the examination (Form 7, 10, or 11).
2. Select the option "Outstanding Forms."

PURDUE UNIVERSITY GRADUATE SCHOOL WEB DATABASE Home | Fe

**Form 7: Report of Master's Examining Committee**

Help Exit Saved Forms **Outstanding Forms** Processed Forms Rejected Forms Archived Forms Initiate Form

3. Select the upcoming examinations using the checkboxes under the **Remind by Email** column, and then click "Send Reminder Emails."

**Form 7: Report of Master's Examining Committee**  
**Outstanding Forms**

Help Exit Saved Forms Processed Forms Rejected Forms Archived Forms Initiate Form

Click on the student name to retrieve the form.

Dept	Student	PUID	Degree	Exam Date	Waiting on Signature	Remind by Email
BIOS	<a href="#">STUDENT,GRADUATE</a>	0023510378	MASTER OF SCIENCE : NON-THESIS		Examining Committee Approval	
BIOS	<a href="#">STUDENT,GRADUATE</a>	0023510378	MASTER OF SCIENCE : THESIS	03/28/2016	Examining Committee Report	<input type="checkbox"/>

**Send Reminder Emails**

## Advisory Committee Chairs and Co-chairs

- [How to approve or reject a request for appointment of examining committee](#)

### How to approve or reject a request for appointment of examining committee (Form 8)

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option.

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Retrieve an individual | Reports | **Exam Forms** | On-Line Help | Utilities | E-Forms Proxy List

Welcome XXXXXXXXXXXXXXXX

To secure the information on the database, **Logout and Close your browser** when you are done.  
For "Hints and Tips" on using the Graduate School database click [here](#)

- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)
- [Exam Forms](#)

2. The list of forms that require your signature will appear. Click on the student’s name to open the form.

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My Signature

Plans

Retrieve an individual | Reports | Exam Forms | On-Line Help | Utilities | E-Forms Proxy List

Exam Forms

Click on the student's name to view the exam form.

The following exam forms require my signature:

Exam Form	Student	Degree	Exam Type	Exam Date	Participation
Form 8	<a href="#">STUDENT,GRADUATE</a>	DOCTOR OF PHILOSOPHY	PRELIM	01/29/2014	Advisory Committee Co-Chair

- The exam form will open in a new screen.

**Form 8: Request for Appointment of Examining Committee**

**ELECTRICAL & COMPUTER ENGR**  
West Lafayette (Main Campus)

[Help](#)

**Form Status** [View Plan of Study](#)

Student 0023510378

Degree sought 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	ECEN	C9999	XXXXXXXXXXXXXXXXXX	
MEMBER	ECEN	C9999	XXXXXXXXXXXXXXXXXX	
MEMBER	ECEN	C9999	XXXXXXXXXXXXXXXXXX	

It is planned to hold the examination:


**Date:** JAN 29, 2014    **Time:** 01:15 PM    **Building:** CVL    **Room No.:** 145

**Thesis Title:** THESIS


**Approval Status**


Level	Authorization	Required Signature	Status
70	Student	XXXXXXXXXXXXX	SUBMITTED 03/29/2013 11:39:06
60	Plan of Study Coordinator	XXXXXXXXXXXXX	APPROVED by XXXXXXXX 04/26/2013 14:28:38
50	Advisory Committee Co-Chair	XXXXXXXXXXXXX	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Submit Signature"/>

- Alternatively, you may use “My Signature” link to access the list of exam forms that require your approval.



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[Retrieve an individual](#) | [Reports](#) | [Exam Forms](#) | [On-Line Help](#) | [Utilities](#) | [E-Forms Proxy List](#)

**Welcome XXXXXXXXXXXXXXX**

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- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)
- [Exam Forms](#)
- [Query Static Tables](#)

## Exam Committee Chairs and Co-chairs

- [How to submit the results of an examination](#)

### How to submit the results of an examination

1. Log in the Graduate School Web Database and select the Exam Form menu option.

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GRADUATE SCHOOL  
WEB DATABASE

My Signature

Plans

Retrieve an individual | Reports | **Exam Forms** | On-Line Help | Utilities | E-Forms Proxy List

Welcome XXXXXXXXXXXXXXX

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- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)
- [Exam Forms](#)

2. The list of forms that require your attention will appear. Forms under “Examining Committee Report” level are those waiting for you to submit the exam results. Click on the student’s name to open the form.

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GRADUATE SCHOOL  
WEB DATABASE

My Signature

Plans

Retrieve an individual | Reports | Exam Forms | On-Line Help | Utilities | E-Forms Proxy List

Exam Forms

Click on the student's name to view the exam form.

The following exam forms require my signature:

Exam Form	Student	Degree	Exam Type	Exam Date	Participation
Form 7	<a href="#">STUDENT,GRADUATE</a>	MASTER OF SCIENCE : THESIS	FINAL	03/28/2016	Examining Committee Report

The following are future examinations in which I am a participant:

Student	Degree	Exam Type	Exam Date	Participation
<a href="#">STUDENT,GRADUATE</a>	MASTER OF SCIENCE : THESIS	FINAL	03/28/2016	CHAIR

3. The form will open in a new screen.

**Form 7: Report of Master's Examining Committee**

**BIOLOGICAL SCIENCES**  
West Lafayette (Main Campus)

[Help](#)

**Form Status** **OUTSTANDING** [View Plan of Study](#)

Student STUDENT,GRADUATE 0023510378

Degree sought MASTER OF SCIENCE : THESIS MS

**Date Examination Held:** 03/28/2016

**Basis of Recommendation:**

- Oral examination of the candidate
- Written examination
- Written and oral examination
- Conference of the committee in the absence of the candidate

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**Degree Recommendation:**

- Recommend that the candidate be certified to the faculty for the above degree
- Do NOT recommend that the candidate be certified to the faculty for the above degree

---

**Thesis Award (if applicable):**

- Do consider nominating this student for an outstanding thesis award
- Do NOT consider nominating this student for an outstanding thesis award

---

**Examination**


*Committee chair or co-chair should complete the report with the results the examining committee agreed upon. The report of the examination will be submitted to the committee members for approval.*

Participation	Dept	Faculty ID	Exam Committee Member	Area
CHAIR	BIOS	C9999	XXXXXXXXXXXXXXXXXXXX	
MEMBER	BIOS	C9999	XXXXXXXXXXXXXXXXXXXX	
MEMBER	BIOS	C9999	XXXXXXXXXXXXXXXXXXXX	


*Committee chair or co-chair should verify the examining committee before submitting the results. If the committee is not correct, please do not submit the report and contact the Plan of Study Coordinator.*

I confirm that the examining committee was composed by the faculty members listed above

4. Alternatively, you may use "My Signature" link to access the list of exam forms that require your attention.



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**Welcome XXXXXXXXXXXXXXX**

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- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)
- [Exam Forms](#)
- [Query Static Tables](#)



## Exam Committee Members

- [How to check the examinations in which I am a participant](#)
- [How to enter my decision regarding the result of an examination](#)

### How to check the examinations in which I am a participant

1. Log in the Graduate School Web Database and select the Exam Form menu option.

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My Signature

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Welcome XXXXXXXXXXXXXXX

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For "Hints and Tips" on using the Graduate School database click [here](#)

- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)
- [Exam Forms](#)

2. The second list displays the list of upcoming examinations. Click on the student name retrieve the exam time, building and room.

**Exam Forms**

[Click on the student's name to view the exam form.](#)

**The following exam forms require my signature:**

Exam Form	Student	Degree	Exam Type	Exam Date	Participation
Form 10	<a href="#">STUDENT_GRADUATE</a>	DOCTOR OF PHILOSOPHY	PRELIM	02/28/2014	Examining Committee Report

**The following are future examinations in which I am a participant:**

Student	Degree	Exam Type	Exam Date	Participation
<a href="#">STUDENT_GRADUATE</a>	DOCTOR OF PHILOSOPHY	PRELIM	02/28/2014	CHAIR
<a href="#">STUDENT_GRADUATE</a>	MASTER OF SCIENCE : THESIS	FINAL	03/28/2016	MEMBER

- The exam request (Form 8) will open in the screen.

**Form 8: Request for Appointment of Examining Committee**

**BIOLOGICAL SCIENCES**  
West Lafayette (Main Campus)

[Help](#)

**Form Status** **APPROVED** [View Plan of S](#)

Student STUDENT,GRADUATE 0023510378

Degree sought MASTER OF SCIENCE : THESIS MS

Examination to be taken: FINAL EXAMINATION

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

Participation	Dept	Faculty ID	Exam Committee Member	Area
CHAIR	BIOS	C9999	XXXXXXXXXXXXXXXXXX	
MEMBER	BIOS	C9999	XXXXXXXXXXXXXXXXXX	
MEMBER	BIOS	C9999	XXXXXXXXXXXXXXXXXX	

It is planned to hold the examination:

**Date:** MAR 28, 2016    **Time:** 04:15 PM    **Building:** KNOY    **Room No.:** 741

**Thesis Title:**


**Approval Status**

Level	Authorization	Required Signature	Status
70	Student	Graduate Student	SUBMITTED 06/20/2013 10:24:34
60	Plan of Study Coordinator	XXXXXXXXXXXX	APPROVED by XXXXXXXXXXXX 06/20/2013 11:19:29
20	Exam Form Head Signature	XXXXXXXXXXXX	APPROVED by XXXXXXXXXXXX 06/20/2013 11:19:38
10	Processor	XXXXXXXXXXXX	PROCESSED by XXXXXXXX 06/20/2013 11:19:48
0	Graduate School Authorization	XXXXXXXXXXXX	APPROVED by XXXXXXXX 06/20/2013 11:20:22

## How to enter my decision regarding the result of an examination

You will receive an e-mail when an exam form is ready for your approval.

- Log in the Graduate School Web Database and select the Exam Form menu option.



PURDUE UNIVERSITY  
GRADUATE SCHOOL  
WEB DATABASE

[My Signature](#)

[Plans](#)

[Retrieve an individual](#) | [Reports](#) | [Exam Forms](#) | [On-Line Help](#) | [Utilities](#) | [E-Forms Proxy List](#)

Welcome XXXXXXXXXXXXXXXX

To secure the information on the database, **Logout and Close your browser** when you are done.  
For "Hints and Tips" on using the Graduate School database click [here](#)

- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.

- The list of forms that require your attention will appear. Forms waiting for your decision regarding the results of the examination are listed under the “Examining Committee Approval” category. Click on the student’s name to open the form.

**Exam Forms**

[Click on the student's name to view the exam form.](#)

**The following exam forms require my signature**

Exam Form	Student	Degree	Exam Type	Exam Date	Participation
Form 7	<a href="#">STUDENT GRADUATE</a>	MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING : THESIS	FINAL	03/30/2013	Examining Committee Report
Form 7	<a href="#">STUDENT GRADUATE</a>	MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING : THESIS	FINAL	01/29/2013	Examining Committee Approval
Form 10	<a href="#">STUDENT GRADUATE</a>	DOCTOR OF PHILOSOPHY	PRELIM	02/28/2013	Examining Committee Approval

- Enter your decision regarding the degree recommendation, and submit your signature.

**Form 11: Report of the Final Examination**

ELECTRICAL & COMPUTER ENGR  
West Lafayette (Main Campus)

[Help](#)

**Form Status** OUTSTANDING [View Plan e](#)

**Student** STUDENT GRADUATE 0023510378

**Degree sought** DOCTOR OF PHILOSOPHY PHD

**Date Examination Held:** 01/31/2013

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**Recommendation:**

When the Graduate School has on file that all other requirements have been met, we

- Do recommend that the candidate be certified to the faculty for the degree of Doctor of Philosophy
- Do NOT recommend that the candidate be certified to the faculty for the degree of Doctor of Philosophy

In the event the candidate is not certified for the degree, it is recommended that he or she

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

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**Dissertation Award:**

- Do consider nominating this student for an outstanding dissertation award
- Do NOT consider nominating this student for an outstanding dissertation award

Report submitted by Chee-Mun Ong on 06/20/2013 10:07:51

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**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	XXXXXXXXXXXXXXXXXX	ECEN	C9999	XXXXXXXXXX / XXXXXXXX	Waiting on committee member's signatures
MEMBER	XXXXXXXXXXXXXXXXXX	ECEN	C9999	XXXXXXXXXXXXXXXXXX	<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> Abstain <input type="button" value="Submit Signature"/>
MEMBER	XXXXXXXXXXXXXXXXXX	ECEN	C9999	XXXXXXXXXXXXXXXXXX	<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> Abstain <input type="button" value="Submit Signature"/>
MEMBER	XXXXXXXXXXXXXXXXXX	ECEN	C9999	XXXXXXXXXXXXXXXXXX	<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> Abstain <input type="button" value="Submit Signature"/>

*A maximum of one dissenting or abstaining vote is acceptable in certifying a candidate to receive the degree.*

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**Approval Status**

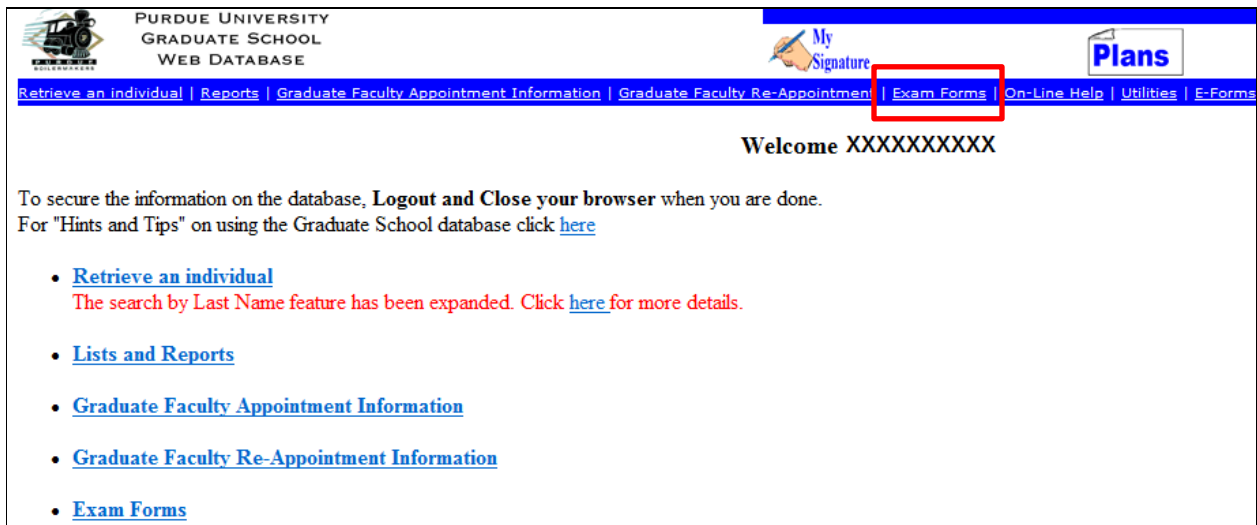
Level	Authorization	Required Signature	Status
20	Exam Form Head Signature	XXXXXXXXXXXX	Waiting on higher level signatures
10	Processor	XXXXXXXXXXXX	Waiting on higher level signatures

## Exam Form Head

- [How to approve \(or reject\) an exam form](#)

### How to approve (or reject) an exam form

1. Log in the Graduate School Web Database and select the “Exam Form” menu option.



PURDUE UNIVERSITY  
GRADUATE SCHOOL  
WEB DATABASE

My Signature Plans

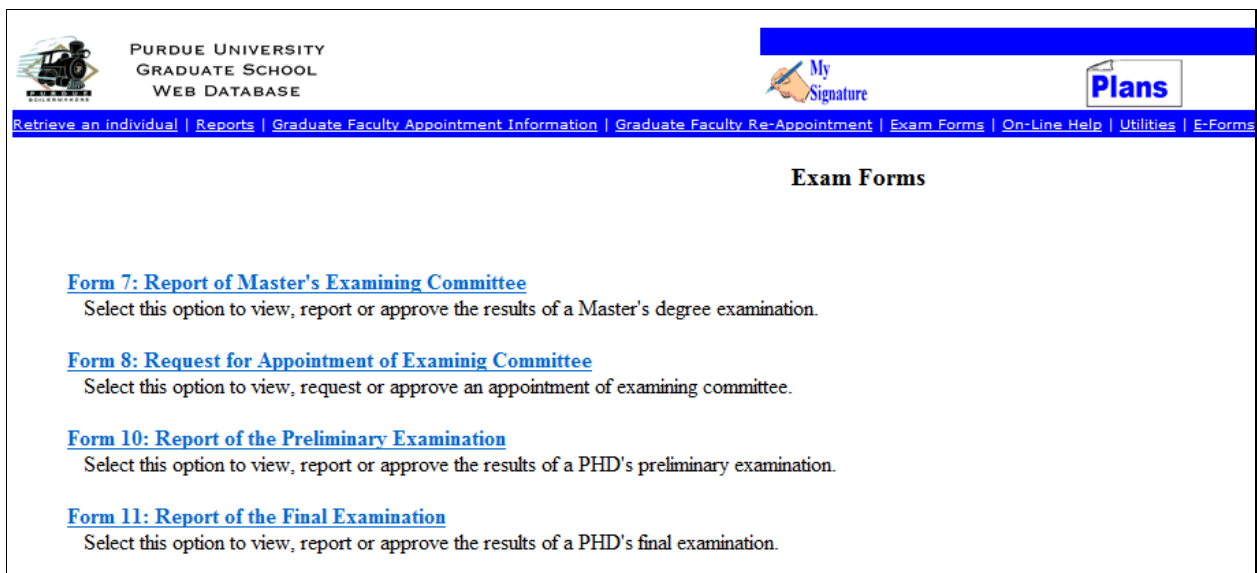
Retrieve an individual | Reports | Graduate Faculty Appointment Information | Graduate Faculty Re-Appointment | **Exam Forms** | On-Line Help | Utilities | E-Forms

Welcome XXXXXXXXXX

To secure the information on the database, **Logout and Close your browser** when you are done.  
For "Hints and Tips" on using the Graduate School database click [here](#)

- [Retrieve an individual](#)  
The search by Last Name feature has been expanded. Click [here](#) for more details.
- [Lists and Reports](#)
- [Graduate Faculty Appointment Information](#)
- [Graduate Faculty Re-Appointment Information](#)
- [Exam Forms](#)

2. Select the form number from the menu (Form 7, 8, 10 or 11)



PURDUE UNIVERSITY  
GRADUATE SCHOOL  
WEB DATABASE

My Signature Plans

Retrieve an individual | Reports | Graduate Faculty Appointment Information | Graduate Faculty Re-Appointment | Exam Forms | On-Line Help | Utilities | E-Forms

**Exam Forms**

[Form 7: Report of Master's Examining Committee](#)  
Select this option to view, report or approve the results of a Master's degree examination.

[Form 8: Request for Appointment of Examining Committee](#)  
Select this option to view, request or approve an appointment of examining committee.

[Form 10: Report of the Preliminary Examination](#)  
Select this option to view, report or approve the results of a PHD's preliminary examination.

[Form 11: Report of the Final Examination](#)  
Select this option to view, report or approve the results of a PHD's final examination.

3. Select the option "Outstanding Forms."

4. The list of outstanding forms for your department will appear. Forms under your name require your signature. Click on the student's name to open the form.

Click on the student name to retrieve the form.

Dept	Student	PUID	Degree	Exam Date	Waiting on Signature
ECEN	<a href="#">STUDENT,GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	02/28/2013	XXXXXXXXXXXX
ECEN	<a href="#">STUDENT,GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	01/28/2013	Examining Committee Approval
ECEN	<a href="#">STUDENT,GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	01/16/2013	Examining Committee Approval
ECEN	<a href="#">STUDENT,GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	06/26/2013	Examining Committee Approval
ECEN	<a href="#">STUDENT,GRADUATE</a>	0023510378	DOCTOR OF PHILOSOPHY	01/29/2014	XXXXXXXXXXXX

5. Enter your approval decision and submit the form.

**Form 10: Report of the Preliminary Examination**  
**ELECTRICAL & COMPUTER ENGR**  
**West Lafayette (Main Campus)**

[Help](#) Outstanding Forms

**Form Status** OUTSTANDING [View Plan](#)  
**Exam Result** PASSED 0023510378  
**Student** STUDENT,GRADUATE  
**Degree sought** DOCTOR OF PHILOSOPHY  
**Date Examination Held:** 02/28/2013  
**PHD**

**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 Alexandra Boltasseva on 06/25/2013 12:18:04

**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	XXXXXXXXXXXXXXXX	ECEN	C9999	XXXXXXXXXXXXXXXX	APPROVED by XXXXXXXXXXXX 06/25/2013 12:52:43
MEMBER	XXXXXXXXXXXXXXXX	ECEN	C9999	XXXXXXXXXXXXXXXX	APPROVED by XXXXXXXX 6/25/2013 12:52:27
MEMBER	XXXXXXXXXXXXXXXX	ECEN	C9999	XXXXXXXXXX/XXXXXXXX	APPROVED by XXXXXXXX 06/25/2013 12:51:59

*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 of approval and the examination will still be considered as "Passed".*

**Approval Status**

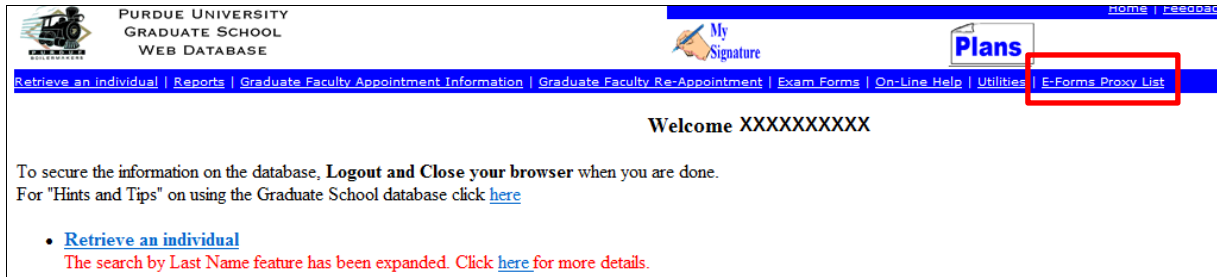
Level	Authorization	Required Signature	Status
20	Exam Form Head Signature	XXXXXXXXXXXXXXXX	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Submit Signature"/>
10	Processor	XXXXXXXXXXXXXXXX	Waiting on higher level signatures

## Proxies

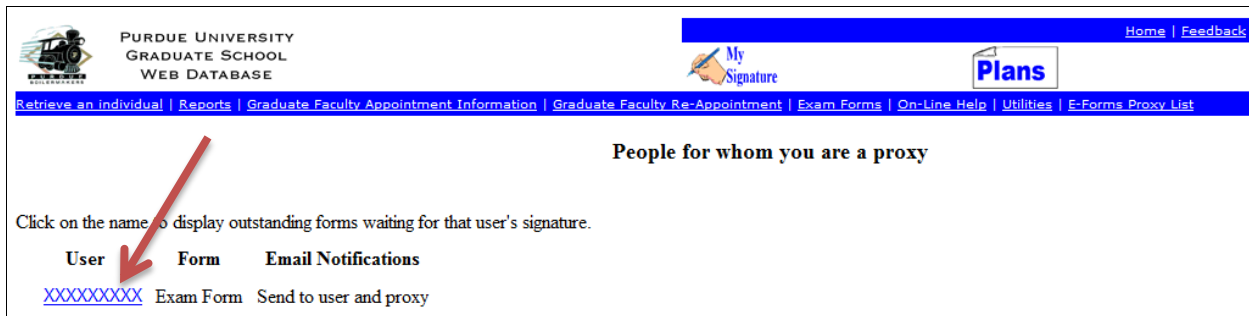
- [How to sign an exam form as a proxy](#)

### How to sign an exam form as a proxy

1. Log in the Graduate School Web Database and select the “E-Forms Proxy List” menu option.



2. Select the person for whom you are an exam form proxy.



3. The list of exam forms for that person will appear. Click on the student's name to open the form.

