Non-doctoral Final (Comp) Exams Procedures and Deadlines

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# Introduction

All graduate degree candidates must complete and submit an Application for Graduate College degree through MyUI.

Students signed up for an in-person session will be mailed a comprehensive exam schedule indicating date and time of their exams approximately 1-2 weeks after application deadline. Any special requests should be submitted at the time of application for comprehensive exams. Accommodations will be honored when possible.

# Contact Information

Any questions related to this schedule and the administration of graduate examinations in the College of Education should be directed to Becca Stai, [Rebecca-stai@uiowa.edu,](mailto:Rebecca-stai@uiowa.edu) 319-384-0669.

# Deadlines

## Summer 2023

* Final (comp) Exam request due—June 9
* Plan of Study Summary Sheet —June 9
* Application for degree on MYUI —June 9
* Examination dates (in-person only)—June 29 & 30. On-campus essay exam sessions begin daily at 8:30am & 1:00pm and are scheduled after the request deadline.
* Final Exam Report- July 18 (by committee via DocuSign)
* EdS Research Project (to advisor) - July 18
* Thesis Deposit (if applicable) - July 25

## Fall 2023

* Final (comp) Exam request due—October 10
* Plan of Study Summary Sheet or Degree Audit (connect with your department or Anne Sparks to confirm which tool to use)—October 10

### Starting Fall 2023, Degree Audits will take the place of Plan of Study forms for the following Education Policy & Leadership Studies programs: HESA (MA); EdD: <https://registrar.uiowa.edu/degree-audits>

* Application for degree on MYUI—September 29
* Examination dates (in-person)—October 26 & 27. On-campus essay exam sessions begin daily at 8:30am & 1:00pm and are scheduled after the request deadline.
* EdS Research Project (to advisor)—November 27
* Final Exam Report—November 27
* Thesis Deposit (if applicable)—December 4

## Spring 2024

* Final (comp) Exam request due— February 16
* Plan of Study Summary Sheet or Degree Audit (connect with your department or Anne Sparks to confirm which tool to use)—February 16

### Starting Fall 2023, Degree Audits will take the place of Plan of Study forms for the following Education Policy & Leadership Studies programs: HESA (MA); EdD: <https://registrar.uiowa.edu/degree-audits>

* Application for degree on MYUI—February 23
* Examination dates (in-person only)—March 28 & 29. On-campus essay exam sessions begin daily at 8:30am & 1:00pm and are scheduled after the request deadline.
* Final Exam Report—April 16 (committee)
* EdS Research Project (to advisor)—April 16
* Thesis Deposit (if applicable)—April 23

# Procedures Checklist

|  |  |
| --- | --- |
| ✓ | **What to do** |
|  | Complete the Non-doctoral Graduate College Plan of Study form, if applicable:  https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-[POS%201%2031%2023\_1.pdf](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf) Starting Fall 2023, Degree Audits will take the place of Plan of Study forms for the following Education Policy & Leadership Studies programs: HESA (MA); EdD: <https://registrar.uiowa.edu/degree-audits> |
|  | Instructions for Non-doctoral Information for Plan of Study Summary Sheet (on page 5 & 6) |
|  | Complete Non-doctoral Final Comprehensive Exam Application. https://workflow.uiowa.edu/entry/new/2522 (paste URL into your browser) |
|  | Degree Application (@ MyUI) - College of Education department is the degree major.  Specific program is a subtrack myui.uiowa.edu |
|  | Register for commencement  [https://www.grad.uiowa.edu/degrees-and-graduation/comme](http://www.grad.uiowa.edu/degrees-and-graduation/commencement)ncement |
|  | If final semester - must be registered myui.uiowa.edu |
|  | Write exams. See deadlines above (previous page) |
|  | Final Exam report supplied by Graduate College to committee members via DocuSign. Must be signed and submitted by deadline date and within 2 weeks of exam date submitted on application. |
|  | EdS Research Project - return to committee chair. See deadlines above (previous page). |
|  | Thesis deposit - for programs with thesis [https://www.grad.uiowa.edu/academics/thesis-and-dissertation/preparing-formatting](http://www.grad.uiowa.edu/academics/thesis-and-dissertation/preparing-formatting) |
|  | Keep in touch with the Office of Student Services regarding your job search (Rebecca-stai @uiowa.edu) |
|  | After Graduation resources:  ITS – How Long Do Accounts Remain Active https://its.uiowa.edu/support/article/106201  Office 365 Access After You Leave the UI https://its.uiowa.edu/support/article/2452 |

# Instructions for Plan of Study Summary Sheet

## Directory Information

For DEPARTMENT section, indicate one of the four Education departments (i.e. Teaching and Learning), and for DEGREE MAJOR, the same as DEPARTMENT. APPROVED SUBTRACK is the program major that is your academic area of study (i.e. Elementary Education; Ed. Measurement & Statistics; etc.).

## Graduate Work Completed or in Progress

### Graduate Transfer Credit

Record all graduate work completed at other institutions, which is recorded on your University of Iowa transcript. The Registrar must have an official transcript from the institution where the work was completed before transfer work can be approved for inclusion in your degree program. Your Plan of Study will not be approved until the transcript is received.

### U.Of I. Graduate Hours Earned

Include all work recorded on the U of I transcript labeled "Hrs. Earned" in the lower right-hand corner of your transcript.

**Sem. Hrs. in Courses Carrying Marks of I or F** "Incomplete" hours should be entered in this space. **Current Registration**

This should reflect the semester in which the Comprehensive Examination is to be taken. If any of these courses are correspondence, extension or transfer classes, label them accordingly. Please notify the Office of Student Services if you change your registration so that your Plan of Study may be adjusted. NOTE: A course registration is not required to write comprehensive exams; however, UI policy requires a registration the semester that you plan to graduate. Master’s Final Registration (GRAD:6001) can be used to satisfy this requirement if all coursework is completed.

## Reduction of Credit

Indicate on the Plan of Study, the transcript, or a separate sheet of paper those courses not applicable to the degree (include both U of I and transfer work). These would include courses over 10 years old (see below) and impertinent course work. Discuss the deletion of course work from your Plan of Study with your adviser.

### Courses Over 10 Years Old

Courses taken ten or more years prior to the comprehensive examination must be updated if they are to be included on the Plan of Study. This process is very closely monitored and is not approved unless extenuating circumstances exist. Contact your advisor or the Office of Student Services regarding the update procedure. Coursework over ten years old which has not been verified by an update letter must be deleted from the Plan of Study.

### Graduate courses not to be applied toward this degree

This would be courses taken at the Graduate level in an area unrelated to this degree major. List only courses that cannot apply to this degree.

## Signatures

Student should complete the materials in consultation with their advisor. Plan of Study summary form should be approved by the advisor, scanned, and attached to the Comprehensive Exam Application (no signatures required). All signatures will be acquired by the Office of Student Services (Becca Stai). Copies of your record (approved Plan of Study) will be submitted by the Student Services office to the Graduate College.

## Registration Requirements

You must have completed at least 24 semester hours of course work from the University of Iowa after being admitted to the Graduate College. For the Ed.S. degree, 15 semester hours must be earned in residence in a 12-month period or during two summer sessions.

## Ed.S. Research Project

A completed copy of the project must be submitted to the Chair of the project committee. A copy of the signed cover sheet must be submitted to the Office of Student Services by the specified deadline.



# Nondoctoral Plan of Study Summary Sheet

**Graduate College** Academic Affairs Office University of Iowa

205 Gilmore Hall

Iowa City, Iowa 52242-1320 319-335-2144

grad.uiowa.edu

INSTRUCTIONS: Complete this form and save as PDF. Departments/programs upload as Plan of Study attachment when submitting a Nondoctoral Final Exam request in workflow. If no final exam for this student, submit as a MAUI Advising Note. Use advising note labels of Admin Action - Plan of Study Submitted and send email notification to [gradcoll@uiowa.edu.](mailto:gradcoll@uiowa.edu) Include marked-up grade report (if applicable) as page 2 of a PDF scan. The Graduate College will return reviewed plans of study via MAUI Advising Notes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| /ast Name  Shmoe | First Name  Joe |  | | | Student Number 01010101 | |
| Program  Department (ie: T&L; P&Q; EPLS: CE) | | | | | Degree ObMective  MA | |
| Approved Sub Program (if any)  Program (ie: HESA; Science Ed; Ed. M&S; CMHC) | | Final Exam Required? | Yes | No | Select One  Thesis | Nonthesis |
| Anticipated Graduation Session Spring | Year 2023 | Semester hours required for degree | 36 |  | Currently applied for degree? | Yes  No |

**Graduate Work Completed or in Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| Transfer Graduate Credit | College or University  Somewhere University | Semester Hours  6 |  |
| College or University | Semester Hours |
| U of I Graduate Hours Earned  (You will find this at the end of the grade report as "Hrs Earned," NOT in the UI Cum "Hours and Points Summary") | | Semester Hours |
| Semester Hours in Courses Now Carrying Marks of Incomplete (I) (or F-Converted from I) that must be cleared for this degree | | Semester Hours  26 |
| Current Registration  (In the box to the right, enter the total number of graduate semester hours in the current registration) | | Semester Hours  6 |
| Additional Registration Required (If not graduating in current session Semester  Course Number Course Title Hours | | Semester Hours  0 |
| Total graduate credit completed or in progress and additional registration required.  All courses included for credit must be 100 (legacy) or 3000 (New MAUI number) level or higher. A. | | | Semester Hours  38 |

**Reduction of Credit**

|  |  |  |
| --- | --- | --- |
| Cross off courses on the student's record and current registration (MAUI schedule) that are included in the  following categories: | |  |
| Courses over 10 years old | Semester Hours |
| Graduate courses not to be applied toward this degree  (e.g., courses not specifically needed for this degree, e.g., unneeded electives, make-up for undergraduate deficiencies) | Semester Hours |
| Total reduced credit B. | | Semester Hours  0 |

Semester Hours

38

**Total Graduate Hours To Be Counted Toward Degree C.**

|  |  |  |
| --- | --- | --- |
| Advisor's Signature Date | Department Executive's Signature Date | Graduate Dean's Signature Date |