Non-doctoral Final 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 emailed a final exam schedule indicating date and time of their exams after application deadline, approximately 2 weeks prior to exam dates. Any special requests should be submitted at the time of application for in-person exams. Accommodations will be honored when possible.

All exam requests are required to be submitted through the College of Education. Applications must be submitted at least 2 weeks prior to the exam date. The exam date should be the date of the oral exam. If no oral exam, the exam date will be the day of the student’s last step before the committee submits decisions.

# 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.

**Important details:**

* [Non Doctoral Final Exam applications](https://workflow.uiowa.edu/entry/new/2522) (non-thesis option) and [Non-Doctoral plan of study forms](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf) (if applicable) must be submitted at least 2 weeks prior to the exam date AND by the deadline listed.
* Oral Examinations are to be arranged with your committee as soon as possible following written exams and before the deadlines listed.
* The oral exam date will be used as the exam date on the application. If no oral exam, the date will be the day of the student's last step before the committee submits decisions.
* In-person, proctored exam sessions through the Office of Student Services begin at 8:30am & 1:00pm and are scheduled following the request deadline.
* Any updates to the final exam date must be submitted to Becca Stai ([Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu)) at least 2 weeks prior to the exam date.
* Committee members: All Exam Reports must be completed via Workflow no later than 2 days after the submitted exam date AND by the deadlines listed.

### Starting Spring 2025, Degree Audits will take the place of Plan of Study forms for the following: Clinical Mental Health Counseling (MA); Rehab. Counseling Program (MA); School Counseling (MA); HESA (MA); Educ Leadership (MA); TLCC (MA); STEM Ed. (MS); Ed. Measurement & Statistics (MA – Non-Thesis & Thesis); Learning Sciences & Educ Psych (MA – non-thesis & thesis) - <https://registrar.uiowa.edu/degree-audits>

**Deadlines**

**Summer 2024**

* **June 7**
  + Application for degree via MyUI
* **June 11**
  + Submit [Non-Doctoral Final Exam Application](https://workflow.uiowa.edu/entry/new/2522)
  + Submit [[Non-Doctoral plan of study forms](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/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)
* **June 27 & 28**
  + Examination dates (in-person, proctored exams only)
* **July 16**
  + Exam Report
    - Last day to complete exam AND for committee to submit exam report
  + EdS Research Project (to advisor)
* **August 2**
  + Degree Conferral Date

## Fall 2024

* **October 4**
  + Application for degree via MyUI
* **October 15**
  + Submit [Non-Doctoral Final Exam Application](https://workflow.uiowa.edu/entry/new/2522)
  + Submit [[Non-Doctoral plan of study forms](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/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)

* + Deadline for Degree Audit Exception Requests (contact Becca Stai)
  + **October 29th** 
    - If oral exam or completion of final exam is before October 29th, please contact Rebecca Stai ([rebecca-stai@uiowa.edu](mailto:rebecca-stai@uiowa.edu)) at least 2 weeks prior to scheduled exam date
* **October 24 & 25**
  + Examination dates (in-person, proctored exams only)
* **December 2**
  + Exam Report
    - Last day to complete exam AND for committee to submit exam report
  + EdS Research Project (to advisor)
* **December 20**
  + Degree Conferral Date

## Spring 2025

* **February 28**
  + Application for degree via MyUI
* **March 11**
  + Submit [Non-Doctoral Final Exam Application](https://workflow.uiowa.edu/entry/new/2522)
  + Submit [[Non-Doctoral plan of study forms](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/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)
  + Deadline for Degree Audit Exception Requests (contact Becca Stai)
* **March 25**
  + If oral exam or completion of final exam is before March 25th, please contact Rebecca Stai ([Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu)) at least 2 weeks prior to scheduled exam date
* **March 27 & 28**
  + Examination dates (in-person, proctored exams only)
* **April 22**
  + Exam Report
    - Last day to complete exam AND for committee to submit exam report
  + EdS Research Project (to advisor)
* **May 16**
  + Degree Conferral Date

# Procedures Checklist

|  |  |
| --- | --- |
| ✓ | **What to do** |
|  | Complete the Non-doctoral Graduate College Plan of Study form  (if applicable): [Non-Doctoral plan of study forms](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf) Starting Fall 2024, Degree Audits will take the place of Plan of Study forms for the following:: HESA (MA); Educ Leadership (MA); TLCC (MA); STEM Ed. (MS); Ed. Measurement & Statistics (MA – Non-Thesis & Thesis); Learning Sciences & Educ Psych (MA – non-thesis & thesis) - <https://registrar.uiowa.edu/degree-audits> |
|  | Instructions for Non-doctoral Information for Plan of Study Summary Sheet (on page 6 - 8) |
|  | Complete Non-doctoral Final Exam Application (non-thesis option). [**https://workflow.uiowa.edu/entry/new/2522**](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 via MyUI |
|  | 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 Workflow. **Must be signed and submitted by deadline date and within 2 DAYS of exam date submitted on application.** |
|  | EdS Research Project - return to committee chair. See deadlines above (previous page). |
|  | 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](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf)

## 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 |