Exam scheduling process for MS/PHD students in GradTrak:
(updated 2023 June)

NOTE: The Advisory committee of the student should have been formed and approved before the student schedules the exam in GradTrak.
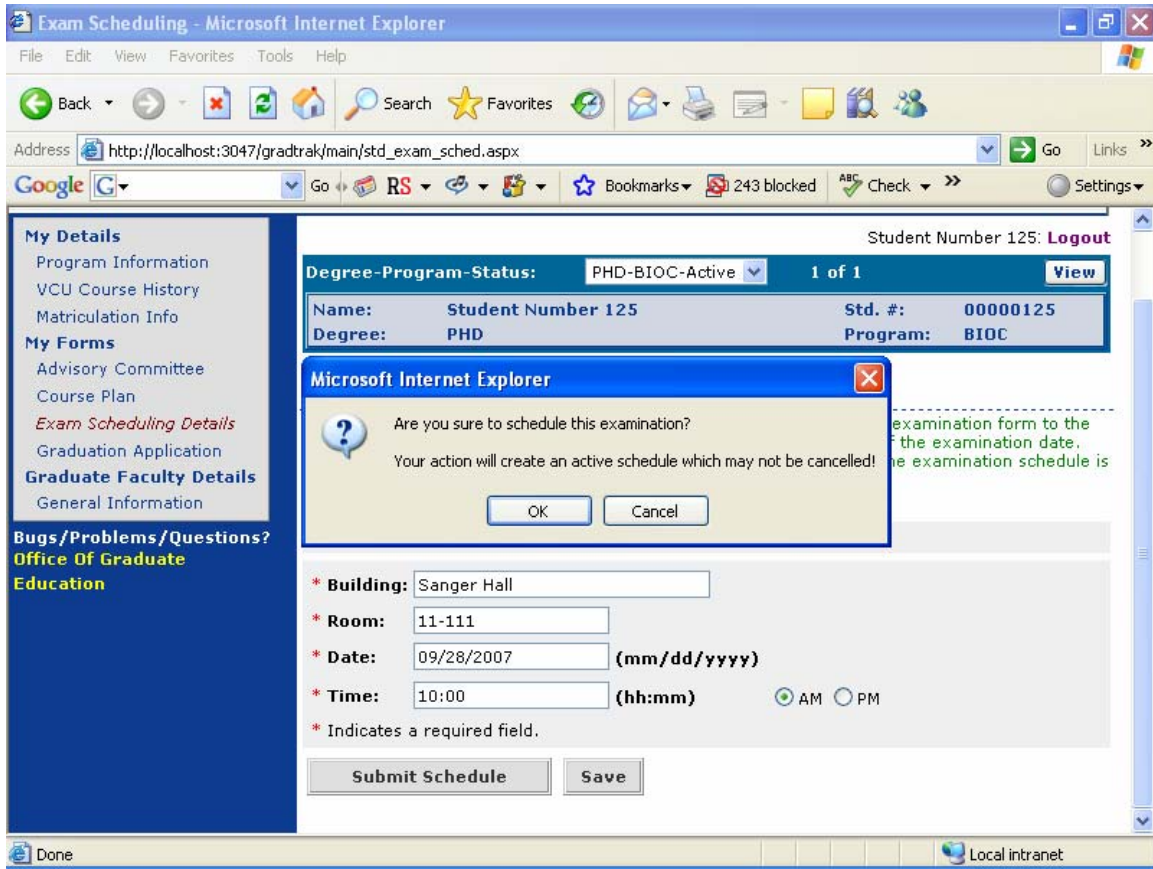
Step#1: Schedule Oral Comprehensive (Oral Final in case of MS students).

Screen#1: Exam scheduling page

There are 2 buttons on the exam scheduling page as shown in screen#1. The "Save" button will save the scheduling details for student in case they want to submit the schedule later on. **The "Save" button will just save the scheduling details for student and will not submit the exam schedule request to the SOM Graduate Education Office.** The Date field on this page will not accept the exam date if it is less than 10 working days from current date (excluding federal holidays). The field will also reject any weekend date.

In order to submit the exam schedule details to the SOM Graduate Education Office use "Submit Schedule" button. This action will open a confirmation window just to confirm your action as shown in screen#2. Click "OK" to confirm your action.

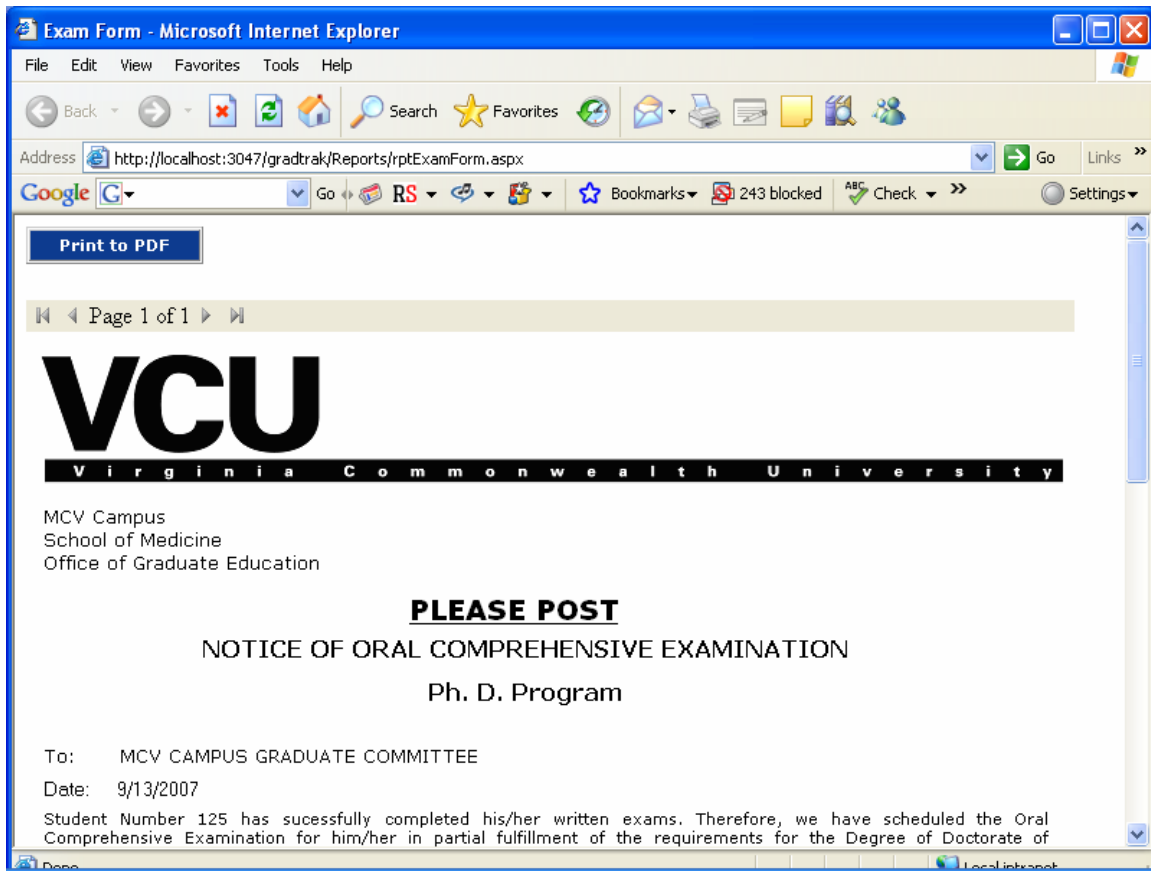**Screen#2:** Submit the exam schedule

Step#2: As soon as the student submits the schedule they will see the Active Exam Schedule details as shown in screen#3.

Screen#3: Exam schedule submitted successfully

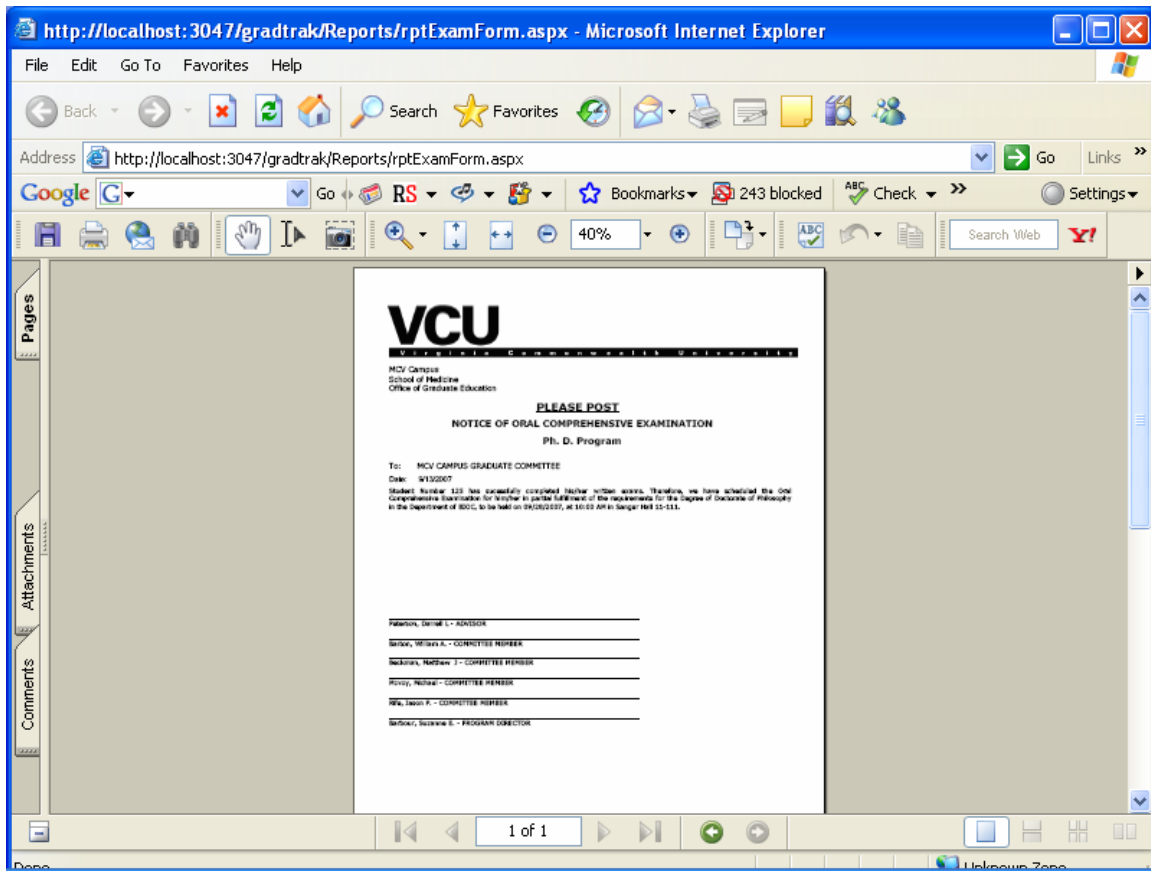**Step#3:** [**As of 2022 January, this step is no longer required - Skip to next step.**]
Clicking "Print Exam Form" button as shown in screen#3 will open up the exam form page as shown in screen#4.

Screen#4: Exam form page

Step#4: [As of 2022 January, this step is no longer required - Skip to next step.]
Use "Print to PDF" button as shown in screen#4 to export the form to PDF format. This action will open the form in PDF format as shown in screen#5. This may require Adobe PDF reader already installed on your machine. In order to download latest version of Adobe PDF reader please visit, http://www.adobe.com/products/acrobat/readstep2.html.
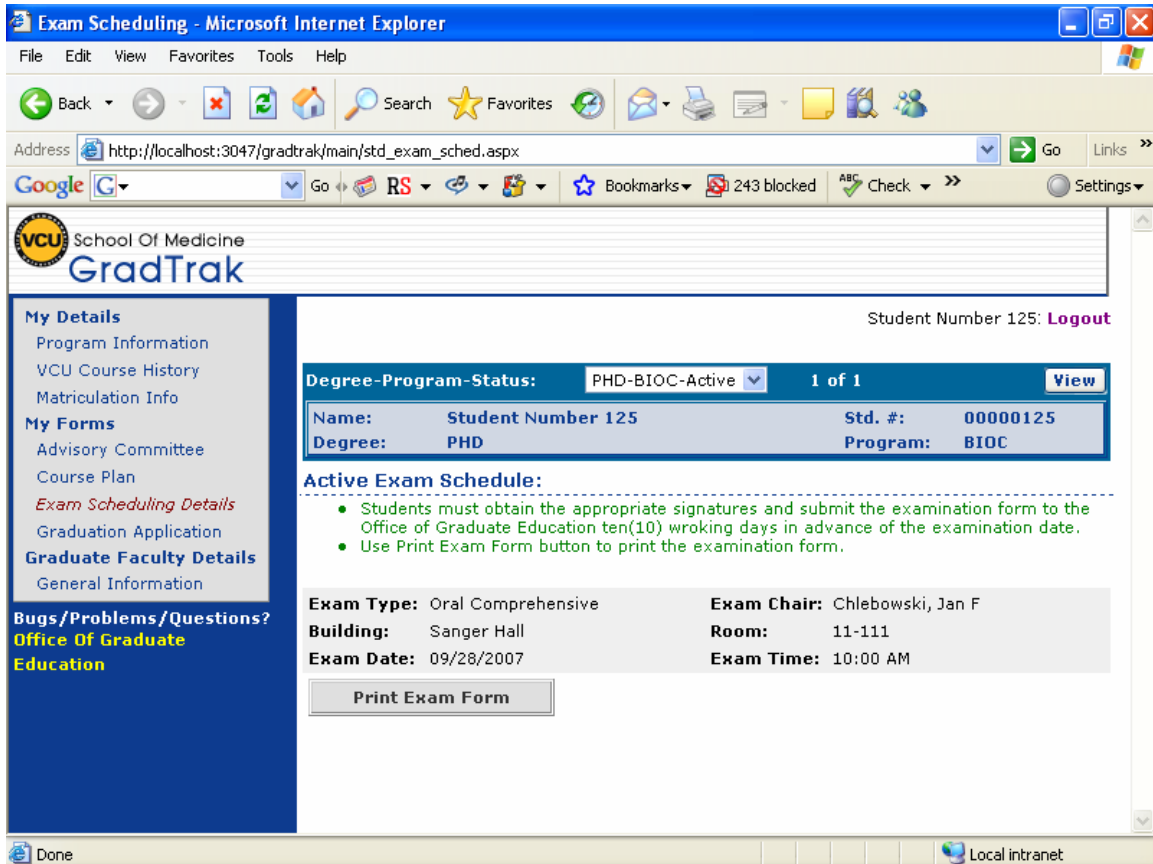
Screen#5: Exam form in PDF format

Step#5: [As of 2022 January, this step is no longer required - Skip to next step.]
Use print option from PDF to print the form. The Advisor, Committee members and Program Director are listed on this form. Please obtain the signatures of all faculties listed in this form and submit the form to the SOM Graduate Education Office.

Step#6: [As of 2023 May: While this step is no longer required, a Dean's Representative/Examination Chair may be requested of the SOM Graduate Education Office, otherwise, skip to next step.]
The SOM Graduate Education Office appoints a representative of the MCV Campus Graduate Committee to serve as the chair of the exam. Student, Advisor, Committee members, Program Director and the Exam Chair will be informed as soon as the Exam Chair is appointed.(This step is not required for PHD Final defense). The Active exam schedule page will show the exam chair after his/her appointment as shown in screen#6.

Screen#6: Active exam schedule page after the exam chair appointment

Step#7: After the outcome result is updated by the SOM Graduate Education Office in GradTrak, the exam scheduling details page displays the result of the exam as shown at the bottom of the screen#7.

Step#8: For unsuccessful attempts, the system automatically puts a request for a retake to the Office of Graduate Education. Once the retake is approved, the Student, Advisor, Committee members and Program director are informed of the retake approval. After retake approval, student will be able to reschedule the same exam as shown in screen#7.

Screen#7: Reschedule for unsuccessful attempt

Step#9: On successful attempt the exam schedule page will be ready to schedule the Final Defense exam for PHD students (Final Defense) as shown in screen#8. Please repeat step 1 through 8 with only one exception in the process, Exam chair appointment is not required for PHD Final defense. The MS student will only see the outcome of the exam.

Screen#8: Scheduling Final Defense for PHD students