

**PROCEDURES FOR THE  
GS16 REPORT OF PRELIMINARY EXAMINATION FOR THE Ph.D. DEGREE  
GS24 REPORT OF FINAL EXAMINATION RESULTS**

- A. To find your program code, go to your [RAMweb](#) account and select “My Graduate Degree Plan” under the Graduate Students section. Your program code will be the 6-10 letter code listed under “Programs”.
  
- B. If a member of the student’s committee participates in the examination via teleconference/videoconference/Skype, that member needs to submit an e-mail to the student's advisor/department stating how he/she participated in the examination and how he/she voted. This e-mail will be used in lieu of the member’s signature and should be printed and attached to the appropriate form.
  
- C. If a member of the student’s committee cannot participate in the examination, the student has two options:
  - 1. The student can fill out and submit a GS9A Petition for Committee Member Changes form to officially remove the member who cannot participate and select and add a new member to his/her committee who can participate.
  - 2. The student’s advisor or department head can submit a petition via e-mail or other written format to the Graduate School requesting that a member substitution take place for the student’s preliminary examination/final examination only. The Graduate School will then verify whether or not the substitute is eligible to serve on graduate committees and will notify the student, advisor, and department of its decision.
  
- D. In terms of voting on the examination, majority rules (i.e. if three members of the student’s committee vote to pass the student but one member votes to fail the student, the student passes the examination). If there is a tie between the number of members passing and failing the student, the student fails the examination.