PRELIMINARY EXAM REQUEST

Student Walk-Through

1) To open ARCS, log into Howdy and select the "My ARCS" icon at the top of the page (see icon below):

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your doctoral degree (see below):
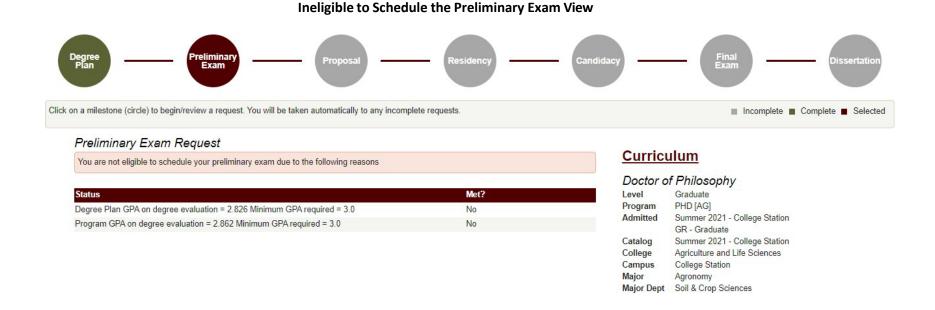

NOTE: The milestones may appear differently depending on your degree type.

   a) If you have NOT submitted any requests, you will automatically be taken to the "Degree Plan" milestone.
   b) Once you have submitted a request, the system will automatically take you to that open request.
   c) If none of the milestones are displayed or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.

3) When you click on the "Preliminary Exam" milestone, the system will perform an audit to verify your eligibility to schedule the preliminary exam.
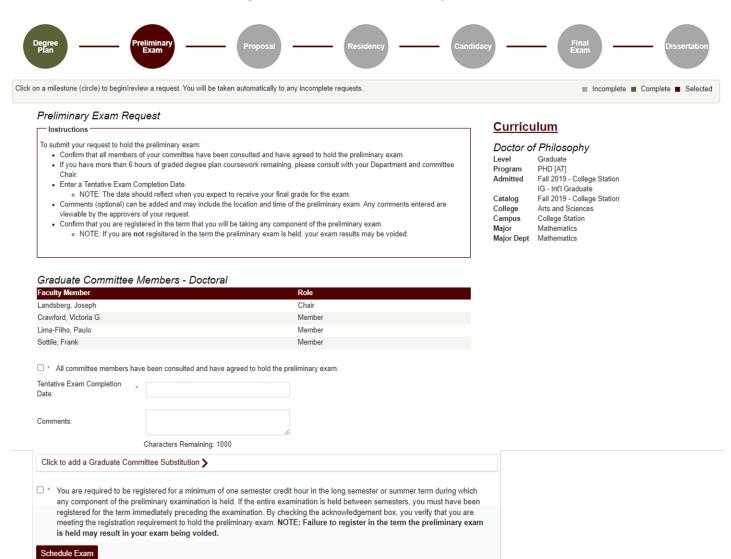
NOTE: If for some reason the audit does not begin, or you do not see any milestones, please contact the Grad School at GradARCS@tamu.edu.

4) After the degree audit has been completed, one of two views will be displayed based on your eligibility to schedule the preliminary exam (see below):

Ineligible to Schedule the Preliminary Exam View

Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests.   ■ Incomplete ■ Complete ■ Selected

Preliminary Exam Request

You are not eligible to schedule your preliminary exam due to the following reasons

Status	Met?
Degree Plan GPA on degree evaluation = 2.826 Minimum GPA required = 3.0	No
Program GPA on degree evaluation = 2.862 Minimum GPA required = 3.0	No

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AG]
Admitted	Summer 2021 - College Station
	GR - Graduate
Catalog	Summer 2021 - College Station
College	Agriculture and Life Sciences
Campus	College Station
Major	Agronomy
Major Dept	Soil & Crop Sciences

5) If you are not eligible to schedule your preliminary exam, you will receive the message, "You are not eligible to schedule your preliminary exam due to the following reasons" (see above). In the "Status" section, you will be provided reason(s) that need to be resolved before you can schedule your preliminary exam.

a) To resolve these issues, please contact your department's pre-committee advisor. If you are unable to contact your pre-committee advisor, please contact the Grad School at gradprocessing@tamu.edu.
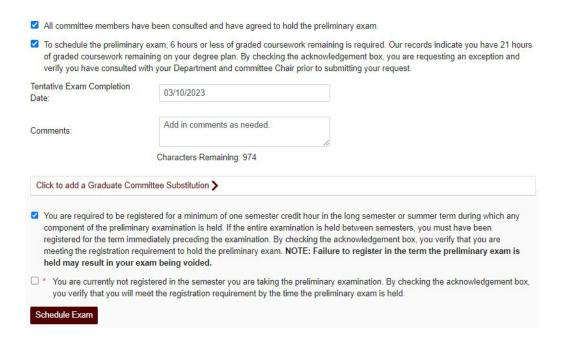
Eligible to Schedule the Preliminary Exam View

Degree Plan — **Preliminary Exam** — Proposal — Residency — Candidacy — Final Exam — Dissertation

Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests.

■ Incomplete ■ Complete ■ Selected

Preliminary Exam Request

Instructions

To submit your request to hold the preliminary exam:

- Confirm that all members of your committee have been consulted and have agreed to hold the preliminary exam.
- If you have more than 6 hours of graded degree plan coursework remaining, please consult with your Department and committee Chair.
- Enter a Tentative Exam Completion Date.
  - NOTE: The date should reflect when you expect to receive your final grade for the exam.
- Comments (optional) can be added and may include the location and time of the preliminary exam. Any comments entered are viewable by the approvers of your request.
- Confirm that you are registered in the term that you will be taking any component of the preliminary exam.
  - NOTE: If you are **not** registered in the term the preliminary exam is held, your exam results may be voided.

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2019 - College Station
	IG - Int'l Graduate
Catalog	Fall 2019 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Graduate Committee Members - Doctoral

Faculty Member	Role
Landsberg, Joseph	Chair
Crawford, Victoria G.	Member
Lima-Filho, Paulo	Member
Sottile, Frank	Member

☐ * All committee members have been consulted and have agreed to hold the preliminary exam.

Tentative Exam Completion Date: *

Comments:

Characters Remaining: 1000

Click to add a Graduate Committee Substitution >

☐ * You are required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, you must have been registered for the term immediately preceding the examination. By checking the acknowledgement box, you verify that you are meeting the registration requirement to hold the preliminary exam. **NOTE: Failure to register in the term the preliminary exam is held may result in your exam being voided.**
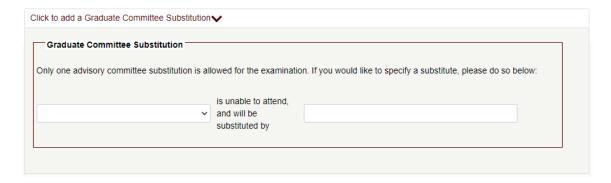
Schedule Exam

6) If you are eligible to schedule your preliminary exam, you will be taken to the preliminary exam request screen (see above). Be sure to read through the instructions which provide descriptions for each of the following required fields:

    a) Committee Acknowledgement
    b) Tentative Exam Completion Date
    c) Registration Acknowledgement

NOTE: If you have more than 6 hours of graded coursework remaining (based off your degree plan), you will also be required to verify that you have consulted with your Department and committee Chair on this exception (see below).

NOTE: If you are not currently registered in the semester you wish to take the preliminary exam, you will be required to verify that you will meet the registration requirement by the time the exam is held (**Failure to register in the term the preliminary exam is held may result in your exam being voided**):
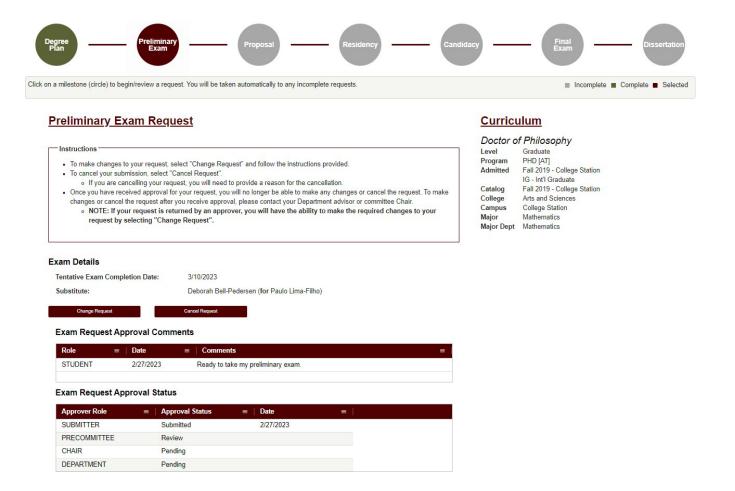
☑ All committee members have been consulted and have agreed to hold the preliminary exam.

☑ To schedule the preliminary exam, 6 hours or less of graded coursework remaining is required. Our records indicate you have 21 hours of graded coursework remaining on your degree plan. By checking the acknowledgement box, you are requesting an exception and verify you have consulted with your Department and committee Chair prior to submitting your request.

Tentative Exam Completion
Date: | 03/10/2023

Comments: | Add in comments as needed.

Characters Remaining: 974

Click to add a Graduate Committee Substitution ❯

☑ You are required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, you must have been registered for the term immediately preceding the examination. By checking the acknowledgement box, you verify that you are meeting the registration requirement to hold the preliminary exam. **NOTE: Failure to register in the term the preliminary exam is held may result in your exam being voided.**

☐ * You are currently not registered in the semester you are taking the preliminary examination. By checking the acknowledgement box, you verify that you will meet the registration requirement by the time the preliminary exam is held.

Schedule Exam

7) Once all the above required information has been entered, click on "Schedule Exam".

    a) A second-degree audit will occur, please allow time for the audit to run.
    b) If any errors are detected, the fields that need to be corrected will be highlighted.

8) If one of your committee members is NOT able to grade your preliminary exam, please discuss with your committee Chair to determine an eligible substitute faculty member. Additionally, if the unavailable committee member is the ONLY outside committee member, you must substitute that individual with an outside faculty member.

    a) Once you have identified an eligible substitute faculty member, use the "Graduate Committee Substitution" option (see below).

NOTE: Your committee Chair cannot be substituted.

    b) Select which committee member is not able to attend, and then either type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.
    c) If the substitute faculty member does not show up in the list of eligible faculty, please contact the Grad School at GradARCS@tamu.edu.

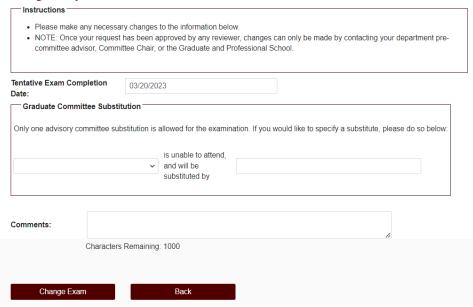9) Once the second audit finishes successfully, you should be taken to a new page (see below):

Preliminary Exam Request

Instructions

- To make changes to your request, select "Change Request" and follow the instructions provided.
- To cancel your submission, select "Cancel Request".
  - If you are cancelling your request, you will need to provide a reason for the cancellation.
- Once you have received approval for your request, you will no longer be able to make any changes or cancel the request. To make changes or cancel the request after you receive approval, please contact your Department advisor or committee Chair.
  - NOTE: If your request is returned by an approver, you will have the ability to make the required changes to your request by selecting "Change Request".

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2019 - College Station
	IG - Int'l Graduate
Catalog	Fall 2019 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Exam Details

Tentative Exam Completion Date:	3/10/2023
Substitute:	Deborah Bell-Pedersen (**for** Paulo Lima-Filho)

[Change Request] [Cancel Request]

Exam Request Approval Comments

Role	Date	Comments
STUDENT	2/27/2023	Ready to take my preliminary exam.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/27/2023
PRECOMMITTEE	Review	
CHAIR	Pending	
DEPARTMENT	Pending	

10) On this landing page, you will be able to track the approval status of your preliminary exam in the "Exam Request Approval Status" section, make changes to the request (see Changes to the Preliminary Exam Request), and cancel your request (see Cancelling the Preliminary Exam Request).

NOTE: Once your preliminary exam request receives approval from your department's pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, or the Grad School at gradprocessing@tamu.edu.

Changes to the Preliminary Exam Request

1) If changes are needed for the preliminary exam request, select the "Change Exam" button in the "Exam Details" section. When you select "Change Exam", the following section should be displayed (please be sure to read through the instructions section):
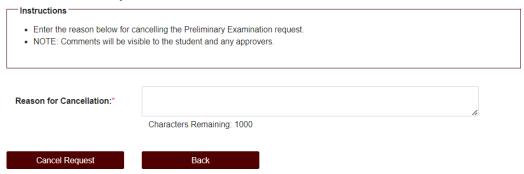
Change Requested

> **Instructions**
>
> - Please make any necessary changes to the information below.
> - NOTE: Once your request has been approved by any reviewer, changes can only be made by contacting your department pre-committee advisor, Committee Chair, or the Graduate and Professional School.

Tentative Exam Completion Date: 03/20/2023

> **Graduate Committee Substitution**
>
> Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:
>
> [▾]   is unable to attend, and will be substituted by   [   ]

Comments: [   ]

Characters Remaining: 1000

[Change Exam]   [Back]

2) Once you have made any necessary changes, select "Change Exam" to submit changes to your preliminary exam request.

   a) Another degree audit will run to verify any changes made to the preliminary exam request.
   b) **NOTE:** Once your preliminary exam request receives approval from the department's pre-committee approver, you will no longer be able to make changes to the request yourself.
   c) If further changes are needed, please contact your department pre-committee advisor, Committee Chair, or the Grad School at gradprocessing@tamu.edu.

Cancelling the Preliminary Exam Request

1) To cancel the preliminary exam request, select the "Cancel Request" button in the "Exam Details" section. The following screen should then be displayed:

Cancellation Request

> **Instructions**
> - Enter the reason below for cancelling the Preliminary Examination request.
> - NOTE: Comments will be visible to the student and any approvers.

Reason for Cancellation:*

Characters Remaining: 1000

[Cancel Request]   [Back]

2) You will need to add a reason for the cancellation in the "Reason for Cancellation" box.

    a) After clicking "Cancel Request", confirm your decision and the request will be reset.
    b) **NOTE:** Once your preliminary exam request receives approval from the department's pre-committee approver, you will no longer be able to cancel the request.
    c) If the request needs to be cancelled after approval, please contact the Grad School at gradprocessing@tamu.edu.