

FINAL EXAM (DEFENSE) 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 degree (see below):



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

3) The system will automatically take you to the Final Exam (Defense) milestone, and a degree audit will begin, determining your eligibility to schedule the final exam. Please allow time for the audit to process.

a) If you have already scheduled your final exam, but have not taken the exam yet, please contact the Grad School at GradARCS@tamu.edu to schedule your final exam in ARCS.

- b) If you have already passed your final exam, you will be taken to the Thesis/Dissertation/Record of Study milestone. Detailed instructions for completing the Thesis/Dissertation/Record of Study milestone can be found in the [Copyright & Availability Guide](#).
- c) If the system does not take you directly to the Final Exam milestone, please click on the milestone. If there are any incomplete requirements, a list of what needs to be completed before you can schedule your final exam will be displayed.

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 final exam (see below):

Ineligible to Schedule the Final Exam View:



Final Exam Request

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

Status	Met?
Preliminary Exam must have been passed within 4 years	No
Degree plan courses must all be completed or currently in progress	No

- 5) If you are not eligible to schedule your final exam, you will receive the message, “You are not eligible to schedule your final 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 final 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 Final Exam View:



Final Exam Request

Instructions

Required Fields:

- Please type the tentative Dissertation title in the text box provided.
- Indicate if you are graduating this semester.
- Confirm that all members of your committee have been consulted on the scheduling of the Final Examination.
- Indicate the date and time (required), as well as the location of the Final Examination (optional; if not complete, your department approver will add this detail).
- Select if you would like your final exam announcement to be public or private. If you have any questions, please consult with your advisor.
- NOTE: Your final exam request must be submitted at least 14 days prior to taking the final exam.

Dissertation Title (Tentative):*

Do you plan on graduating this semester? * Yes No

Graduate Committee Members - Doctoral

Faculty Member	Role
Herbert, Frank	Chair
Adams, Douglas	Member
Asimov, Isaac	Member
Zahn, Timothy	Member

*All committee members have been consulted and have agreed to the following schedule

Schedule Final Examination

Date:*

Time:* HH : MM AM

Location:

[Click to add a Graduate Committee Substitution](#) >

Do you want your exam announcement to be public or private? Public Private

Schedule Final Exam

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

- a) Thesis/Dissertation/Record of Study Title (Tentative) – If applicable
- b) Do you plan on graduating this semester?
- c) All committee members have been consulted and have agreed to the following schedule
- d) Date and Time of the final exam (add location if known)
- e) Do you want your exam announcement to be public or private?
 - i) Selecting “Public” will only add your defense announcement to the Graduate School [website](#).
 - ii) If you select “Public”, an additional window will open (see below):

Do you want your exam announcement to be public or private? Public Private

FERPA Agreement

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), I hereby authorize the Graduate and Professional School of Texas A&M University to release the following information identifiable to me which pertains to my approved thesis/dissertation/record of study defense: name, college or interdisciplinary program, department or interdisciplinary program, major or program, degree, committee chair/co-chair name, tentative title of thesis/dissertation/record of study, date/time of defense, and location where defense is scheduled to be held.

I understand that under the Family Educational Rights and Privacy Act of 1974, disclosure of my education records cannot be made without my prior consent unless otherwise provided for, in legal statutes and judicial decisions. This authorization, on which my identity has been appropriately authenticated, serves as my prior consent for the Graduate and Professional School to release the above information publicly. I also understand that I may revoke this consent at any time via written request to the Graduate and Professional School.

By clicking the “agree” button below, you authorize the disclosure of the above information and agree to have this information published publicly online.

NOTE: The public announcement (or any changes to the announcement) will take at least 24hrs before posting to the Graduate and Professional School website (grad.tamu.edu).

I agree*

Schedule Final Exam

- iii) After reading the FERPA statement, select “I agree” to make your final exam announcement public.
- iv) If you have any questions on whether to make your final exam announcement public or private, please contact your advisor.

7) Once all the above required information has been entered, click on “Schedule Final 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 attend your final 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).

[Click to add a Graduate Committee Substitution](#)

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

▼

is unable to attend,
and will be
substituted by

Do you want your exam announcement to be public or private? Public Private

Schedule Final Exam

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):



Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test
Exam Date: 1/31/2022
Exam Time: 09:00 AM
Location: Testing Town

Change Exam

Workflow Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/6/2022
PRECOMMITTEE	Review	1/6/2022
CHAIR	Pending	1/6/2022
DEPARTMENT	Pending	1/6/2022
GRAD_SCHOOL	Pending	1/6/2022

10) On this landing page, you will be able to track the approval status of your final exam in the “Workflow Status” section and make changes to the final exam request (see Changes to the Final Exam Request).

NOTE: Once your final 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 Final Exam Request

1) If changes are needed for the final exam request, select the “Change Exam” button in the “Exam Details” section (see below):

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test

Exam Date: 1/31/2022

Exam Time: 09:00 AM

Location: Testing Town

Change Exam

2) When you select “Change Exam”, the following section should be displayed (please be sure to read through the instructions section):

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 committee Chair, Department, or the Graduate and Professional School.

Change Requested

Title: Testing Everything Standard Test

Do you plan on graduating this semester? Yes No

Date: 02/28/2022

Time: 09 : 00 AM

Location: Testing Town

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below.

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

Change Final Exam

Back

- 3) Once you have made any necessary changes, select “Change Final Exam” to submit changes to your final exam request.
 - a) Another degree audit will run to verify any changes made to the final exam request.
 - b) Reminder: Once your final 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.

11) Once you receive approval from the department’s pre-committee approver, your final exam request landing page will change (see below):

Overview Personal Information My Record Finances Optional Services Links Notifications | Holds Workflows

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

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test

Exam Date: 1/31/2022

Exam Time: 10:00 AM

Location: Testing Town

Change Exam

At least one approver has approved your final exam request. Please contact your committee Chair, Department, or the Graduate and Professional School to request any changes.

Workflow Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/11/2022
PRECOMMITTEE	Approved	1/11/2022
CHAIR	Review	1/11/2022
DEPARTMENT	Pending	1/11/2022
GRAD_SCHOOL	Pending	1/11/2022