

## How do I schedule my Preliminary Exam?

1. Get your Major Professor's approval to take the exam.

### TWO WEEKS AHEAD:

2. Contact ALL members of your POS committee to confirm one date and time for your preliminary exam.
3. Submit a Room Request to the Graduate Secretary. Let her know if you want 390 Carver or a classroom. She will email you the assigned room. Notify your committee members of the final date, time, and room immediately so they can get it on their schedule.
4. The Grad Secretary will type up the Request for Preliminary Examination, have your Major Professor and the DOGE sign it, and forward to the Graduate College.
5. Reserve any necessary projection equipment from the Math Department (<http://orion.math.iastate.edu/mathdoc/equip.html>) or from IT Services (<http://www.it.iastate.edu/checkout/>).
6. Discuss your preliminary exam with your committee members and feel free to ask them what types of questions they will ask.

### FEW DAYS AHEAD:

7. The blue copy of the approved Request for Preliminary Defense will be put in your mailbox. Any problems will be noted on these forms.
8. The Graduate Secretary will email a reminder to the POS committee and to you.
9. If you want coffee and tea prepared for your exam, let the Graduate Secretary know.

A complete schedule of Graduate College Deadlines for your semester can be found at <http://www.grad-college.iastate.edu/deadline/deadlines.html>.