3. Scheduling Requirements

- For a first attempt exam, the Graduate School usually appoints a member of the student's advisory committee, preferably the advisory committee chair, to serve as the Graduate School liaison regarding the examination. Preferably, the advisory committee chair is the Graduate School liaison.
- For a second attempt exam, the Graduate School will appoint a representative from the Graduate Mentor Academy to serve as the Graduate School liaison for the examination process.
- Proctored written examinations, oral examinations, and balloting meetings will be held during regular business hours in an academic environment (e.g., on a WSU campus or research extension center).
- If an oral examination is conducted on campus or at an extension center using videoconference technology, it is recommended that at least one advisory committee member be physically present in the room with the student during the preliminary exam. This faculty member can provide logistical, technical, and other support to the student during the exam. However, there is no requirement for a committee member or an approved proctor to be present with the student during the examination; examinations can be conducted with all participants attending virtually as long as connectivity throughout the exam can be maintained for the student and all committee members.