EPSY Procedures for Remote Examinations (MA and PhD)

Updated: October 2021

Ed Psych guidelines are that students and their committees must decide in advance whether the exam will be held in-person or remotely via Zoom. See also the University policy for Required Conditions and Best Practices for Remote Participation in Graduate Examinations.

Master’s students final examination (Plan A and B)

1. Students schedule the examination via zoom and invite all committee members.
2. At least one day prior to the exam, students initiate the Final Exam form at https://z.umn.edu/FinalExamForm
3. After the exam the Committee Chair submits the committee decision in the online Final Exam form.

Doctoral oral prelim

1. Students schedule the exam with the grad school at https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp. A link to the Prelim Oral Exam Report form will be emailed to students when all requirements are met.
2. Students schedule a Zoom meeting and invite all committee members.
3. Following discussion, the final vote is recorded by the committee chair in the online Prelim Oral form.

Doctoral final defense

1. Once scheduled and the Reviewer’s Report Form is complete, the student will receive an email from GSSP with a link to initiate the Final Exam Report form which is then emailed to the committee Chair.
2. Doctoral candidate schedules two zoom meetings, one for the public portion of the examination (the first hour) and one for the committee only portion.
3. Sarah Jergenson sends out public invite that includes a public Zoom link.
4. Doctoral candidate sends out zoom invite for the examination portion to their committee members.
5. Secret voting happens by having committee members send an email to committee chair after the question portion has been completed.
6. Following discussion, the final vote is recorded by the committee chair in the online Final Exam form.

Doctoral students prospectus

1. Students schedule the Prospectus Meeting via zoom and invite all committee members.
2. Upon completion of the meeting the student sends the completed Thesis Planning Panel form to the committee members and each committee member sends an email to Lori Boucher confirming their vote.
3. A copy of the form and the emails in (#2) are filed to the student’s file.

Zoom resources

- Main support site: https://support.zoom.us
- University support site: z.umn.edu/zoomsupport

College of Education and Human Development