



## Exam Card Procedure Guide

**Duke University Graduate School**  
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Durham, North Carolina 27708  
[www.gradschool.duke.edu](http://www.gradschool.duke.edu)  
[gradacademics@duke.edu](mailto:gradacademics@duke.edu)

The Graduate School requires all students who submit a dissertation or thesis into UMI/ProQuest to schedule an exam appointment **after** they receive an email from the Graduate School staff member who contacted the student about formatting issues after their initial submission.

Students will receive their exam card during this appointment along with important instructions they will need to have for their defense. [Theses and dissertations procedural information](#) is found online under 'Academics' at the Graduate school website.

### **Students should be mindful of the following:**

1. (For Ph.D. only). If the preliminary committee remains the same for the dissertation committee, please send an email indicating there is no change to [gradacademics@duke.edu](mailto:gradacademics@duke.edu).
2. Dissertation/theses committees should be finalized and approved prior to the initial submission to UMI/ProQuest. Please send email to [gradacademics@duke.edu](mailto:gradacademics@duke.edu) for any committee member concerns.
3. Initial submission of dissertations or theses into [UMI/ProQuest](#) must take place at least two weeks prior to the defense date and no later than the established initial submission deadline for the term the student is graduating. Students should check the Graduate School website for [Graduation deadline dates](#).
4. Prior to the exam card appointment, defense announcements must be emailed by the department and advisor letters emailed by the advisor to [gradacademics@duke.edu](mailto:gradacademics@duke.edu). The [Department Defense announcement form](#) is available on the Graduate School website and the advisor letter template is found on page 17 of the [Guide for Electronic Submission of Thesis and Dissertation](#).
5. Students should notify their DGSA and or DGS if they have a remote participant on their committee. Students must obtain prior approval from the Associate Dean for Graduate Academic Affairs for remote participation for any committee members prior to their defense date.

6. Students schedule the exam card appointment **after** they receive an email notification from the Graduate school staff member who checked their thesis/dissertation in [UMI/ProQuest](#) and before their defense date. The Appointment Calendar is available on the web at: <https://examcard.gradschool.duke.edu/grad.html>
7. If there is a change in the exam date, departments will need to submit a new defense announcement prior to the student's exam card appointment and students will need a new exam card.
8. Students must arrive on time for their scheduled exam card appointment. If they are unable to make their appointment date, contact the staff person with whom they are scheduled to meet.
9. Students should submit their signed defense documentation to the Graduate School as soon as they receive these documents from their committee members and DGS after their defense. Signed documentation includes the exam card, title and abstract signature pages, Duke Space licensing agreement and SED survey (for Ph.D. only).
10. Depending on their defense date, students may have up to 30 days for revisions after their defense to submit their final submission into UMI/ProQuest. However all final submissions are due no later than the semester [Graduation deadline dates](#).