

REQUEST FOR GRADUATE EXAMINATION/THESIS DEFENSE

Upon receipt of this form, the Graduate School will request a proficiency level from the student's program. **This form must be completed and returned to the Graduate School PRIOR** (see deadlines below) to the comprehensive exam; defense of dissertation, thesis, report, or project; portfolio review; and/or any other means the department determines is appropriate. **It is the student's responsibility to set the date and time of the exam.**

Master's

- Request due in Graduate School one week prior to exam. A minimum of three committee members are needed and all must hold current graduate faculty appointments; **committee chair must have a regular appointment to the graduate faculty.**
- Application for Admission to Candidacy must accompany this request or already be in the Graduate School. (See Graduate School Deadline Sheet)
- Student must be registered during semester of final exam for coursework, thesis hours, or as a candidate for degree.

Doctoral

- Request due in Graduate School two weeks prior to the comprehensive exam and oral defense. Student must submit typed announcement for oral defense.
- Application for Admission to Candidacy must accompany this request when scheduling comprehensive exam. (See Graduate School Deadline Sheet)
- Minimum of four committee members for comprehensive exam and oral defense; one committee member for the oral defense should be from outside the department.
- All committee members must hold current graduate faculty appointments; chair and outside member must have regular appointment to the graduate faculty.
- Students taking comprehensive exam must be registered for coursework and/or dissertation hours. Students scheduling oral defense must be registered for a minimum of 5 dissertation hours.

STUDENT NAME: _____ STUDENT NUMBER: _____

LAST FIRST MIDDLE

DEPARTMENT: _____ DEGREE: _____

DATE OF EXAM: _____

Select One:

- Master's Thesis Option (Plan I) Doctoral Comprehensive Exam
Master's Non-Thesis Option (Plan II): Doctoral Oral/Final Defense
 Project Report Comp Exam

PLEASE LIST COMMITTEE MEMBERS

	NAME	DEPARTMENT	
1.	_____	_____	CHAIR
2.	_____	_____	
3.	_____	_____	
4.	_____	_____	
5.	_____	_____	
6.	_____	_____	