

Authorization of the Final Oral/Written Examination

This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.

Student Name: _____ Student ID#: _____

Degree Sought: _____ Program: _____

Master's Non-Thesis Master's Thesis Doctoral Essay Doctoral Dissertation

Title of Project, Thesis,
Essay or Dissertation:

Members of Examining Committee:

Chair Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

***External Name:** _____ **Title:** _____
(*Doctoral Only)

Date of Examination: _____ Time: _____ Place: _____

I have examined the academic record of the candidate and find that the candidate has fulfilled all other degree requirements.

Department Chair/GPC Signature

Date

Notes:

1. A student must be enrolled during the semester in which he/she takes the final examination. The minimum enrollment is three hours for a Fall or Spring semester and one hour for a Summer semester.
2. Requests to hold a final oral/written examination must be submitted to the Graduate School no later than fourteen (14) days prior to the date of the intended examination.
3. Examinations may not be given during regular University examination periods at the end of each semester or when the University is officially closed.
4. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.