

APPOINTMENT FOR EXAMINATION
(Nonthesis)

Student A#: _____

TO THE DEAN OF THE SCHOOL OF GRADUATE STUDIES:

_____ is ready for the final examination of his/her
nonthesis graduate program. I have been presented with the paper or project to be defended, if
any, and believe it is ready for defense. I can be present at the final examination to be held on
_____ at _____ in _____
(Date) (Time) (Building & Room No.)

Major Professor (Print)

Major Professor (Signature)

Committee Member (Print)

Committee Member (Signature)

Committee Member (Print)

Committee Member (Signature)

Committee Member (Print)

Committee Member (Signature)

Degree: _____

Specialization: _____

Title of paper (optional): _____

This form must be returned to the School of Graduate Studies office at least TEN working days
before the exam and reminders will be sent to all committee members.

Checklist for Appointment for Examination

- ___ Register for 3 graduate credits. These credits do need to be graduate level courses.
- ___ A current Supervisory Committee Form is on file with the School of Graduate Studies. (The Supervisory Committee Form was due the end of the first semester for master's students and at the end of the second semester for doctoral students.) *If your Supervisory Committee Form needs revisions it must be turned in six weeks prior to your defense.*
- ___ A current Program of Study is on file with the SGS. (The Program of Study was due the end of the second semester for master's students and at the end of the third semester for doctoral students.)
- ___ A current Application for Candidacy is on file with the SGS (*for PhD students only*).
- ___ Date, time, and room are written on Appointment for Examination. *The student has scheduled these before the Appointment for Examination Form comes to the SGS.*
- ___ Signatures of all committee members are on Appointment for Examination Form. Any issues with getting your committee members to sign the Appointment for Examination Form need to be dealt with through the SGS. *SGS keeps a record of all faculty signatures on hand for verification.*
- ___ Submit Appointment for Examination Form to SGS 10 working days before defense.

Requirements for Defense

- ~ You and your Committee Chair/Advisor must be physically present for the defense
- ~ One committee member (other than the committee chair/advisor) may participate by teleconference or other electronic means. If that option is not available then a substitute member must be found to take his or her place at the defense (this action must take place 6 weeks prior to the defense). Once the substitute has been chosen, the student or committee must inform the SGS (435-797-1189).