

REQUEST FOR GRADUATE EXAMINATION/THESIS DEFENSE

This form must be completed PRIOR (see deadlines sheet) 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 one week prior to exam. A minimum of three committee members is 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 on file. (See Deadline Sheet)
- Student must be registered during semester of final exam for coursework, thesis hours, or as a candidate for degree.

Doctoral

- Request due 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 Deadline Sheet)
- Minimum of four committee members for comprehensive exam and oral defense; one committee member for the oral defense must be from outside the primary department.
- All committee members must hold current graduate faculty appointments; **chair 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: ☐ M.A. ☐ M.I.S. ☐ M.H. ☐ M.S. ☐ M.E. ☐ M.S.S. ☐ Ed.S.

DATE OF EXAM: _____ Ed.D ____ Ph.D.

Select One:

_____ Master's Thesis Defense (Plan I)

____ Doctoral - Comprehensive Exam

_____ Master's Non-Thesis Option (Plan II):

____ Doctoral - Final Defense

_____ Project _____ Report _____ Comp Exam

PLEASE LIST COMMITTEE MEMBERS

NAME

DEPARTMENT

1. COMMITTEE CHAIR, _____