

This form must be received by the Graduate School with all signatures seven (7) calendar days before the examination date, with no exception. A successful submission requires all signatures, not only that the graduate student has initiated the form.

Before submitting this notification, the student must

- have an approved Plan of Study on file in the Graduate School and
- be enrolled for at least one credit, even in the summer semester

**Failure to meet the above mentioned conditions may require the student reschedule the examination in order to meet the conditions.**

Students may not bring food or beverages for the committee members to Supervisory Committee meetings, Preliminary Examinations, or Final Defenses. If a program wishes to provide refreshments at these meetings, it is the responsibility of the program to pay for and obtain them.

Student

First Name

Last Name

ID

Degree

Graduate Program

Oral Preliminary Examination

Final Defense

Does your program have a foreign language requirement?

Has this requirement been met?

Exam Date

Time

Location (building and room)

**Advisor and Supervisory Committee** - List your advisor and supervisory committee members. If the supervisory committee, including the advisor, is not the same as listed on the Plan of Study an Advisor or Supervisory Committee Change form must be submitted before the notification can be processed.

Name

Department

Advisor

Graduate Program Coordinator

Graduate School Review