



Office of Graduate Studies
 Brigham Young University
 B-356 ASB, P.O. Box 21339
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 gradstudies@byu.edu

**Departmental Scheduling of Final Oral Examination
 (Master's and Doctoral)**

Form 8c

IMAGING: GRSExams Admit Year/Term

Graduate Committee Recommendation:

It is the opinion of the committee that the following student is ready for the final oral examination.

_____ Name _____ BYU ID Number

Names and Signatures of Committee Members (as currently constituted): _____
 Department

Please print committee members' names _____ *Signatures of committee members* _____

Chair: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

Examination Information for Publication:

Proposed title of dissertation, thesis, or selected project* (use upper- and lowercase letters): _____

Date of Examination: _____ Time: _____ Place: _____

*"Selected project" refers to the final project required by programs in the following departments: Agronomy and Horticulture, Botany and Range Science, Instructional Psychology and Technology, Linguistics, College of Nursing, Statistics, School of Technology, Visual Arts, and Zoology.

Departmental Approval:

I have reviewed the committee and found that it is constituted according to university requirements. In addition, I have confirmed, on behalf of the department and the university, that (1) the work's format, citations, and bibliographic style are consistent and acceptable and fulfill university style requirements; (2) its illustrative materials, including figures, tables, and charts, are in place; and (3) the manuscript is satisfactory to the graduate committee, thus suggesting that the student is ready for the final oral examination.

_____ Signature of Graduate Coordinator or Department Chair _____ Date

INSTRUCTIONS FOR COMPLETING THIS FORM

STUDENT:

1. Obtain signatures from your graduate committee indicating that your dissertation, thesis, or selected project* is ready to be defended.
2. After obtaining approval from your committee to have a final oral examination, work with your major department to arrange the date, time, and location of the exam.
3. At least two weeks prior to your final oral examination, submit the following:
 - a. This form to your department. Request a copy of this form for your records.
 - b. One copy of your work to your department. (This copy is provided for the university community, faculty, and students to read and review before your examination.)
 - c. The necessary number of copies (one for each member of your graduate committee) to your Graduate Coordinator or Department Chair.
4. Once the oral examination is scheduled, all members of the academic community will be invited to attend. Oral examinations may not be held during semester breaks.

COMMITTEE CHAIR:

1. Assures that the work satisfies university and departmental requirements.
2. Assures that only appointed members of the graduate committee question the candidate or vote on performance during the examination.

GRADUATE COORDINATOR OR DEPARTMENT CHAIR:

Assures that the committee is properly constituted. (Doctoral committees must include a chair and at least four members. Master's committees must include a chair and at least two members.)

DEPARTMENT:

1. Provide a copy of this form to the student and keep the original for department records.
2. **At least two weeks before** the final oral examination, schedule the exam in AIM (ADV08). Contact the Office of Graduate Studies at 422-4091 if you need help.

* "Selected Project" in these instructions refers to the final project required by programs in the departments of Integrative Biology, Instructional Psychology and Technology, Linguistics and English Language, Nursing, Statistics, School of Technology, and Theatre and Media Arts.