MEMORANDUM OF ORAL DEFENSE

TO: School of Graduate Studies

FROM: ________________________________

SUBJECT: Notification of Oral Examination for Thesis or Dissertation and Graduate Faculty Representative

DATE: ________________________________

Student’s Name: ________________________________  ID#: ________________________________

Degree: ________________________________  Dept. Campus Box: ________________________________

Date of Exam: ________________________________  Time: ________________________________

Building: ________________________________  Room #: ________________________________

____________________________________________________________________________________

Chair, Advisory Committee  Phone  Fax Number

--- Important Information ---

The department is responsible for sending a copy of the student’s abstract to Graduate Faculty Representative (Outside Observer) at least ten days before the defense. In case of cancellation, the department is responsible for notifying the Graduate Faculty Representative and the appropriate Graduate Studies Liaison.

The Graduate Faculty Representative is not considered a part of the examining committee, does not vote, but must complete the NARRATIVE REPORT form and return it to the School of Graduate Studies immediately upon completion of the exam.

--- For Graduate Studies Use Only ---

The Graduate Faculty Representative is: ________________________________

Department: ________________________________

Phone: ________________________________  Box: ________________________________  Fax: ________________________________

Graduate Program Specialist  Phone  E-Mail

Scheduled By: ________________________________  Date: ________________________________