

# Scheduling of Oral Qualifying Examination and Prospectus Defense Doctorate of Philosophy in Electrical Engineering

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Program of study is current and approved \_\_\_\_\_  
(student initials)

### Examination Details:

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Title of paper to be presented \_\_\_\_\_

### Committee and Graduate Coordinator Approval:

(Signature acknowledges receipt of a copy of the paper, and approval of the scheduled date/time.)

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator

\_\_\_\_\_  
Date

(see instructions on the reverse)

## Instructions

1. This form must be completed and submitted with an attached copy of the paper to the graduate secretary 14 days prior to the scheduled exam date.
2. A printed copy of the paper used in the oral exam must be presented to each committee member at the time they sign the form.
3. Email confirmations from faculty committee members are acceptable in lieu of signatures if they include a statement that a copy of the paper has been received, and the proposed exam date is acceptable. Attach copies of emails to this form.
4. The student's program of study must be up to date, and approved by the committee at the time of scheduling.
5. The student is responsible for scheduling the examination room for a two hour time block.
6. The presentation on the student paper should be limited to 15 to 20 minutes (barring questions). The dissertation prospectus presentation should be limited to 15 minutes. The entire exam, including presentations and question and answer periods should take approximately one hour.