



EME Graduate Examination Request Form

Please check / eligibility criteria list:

[] M.S. Thesis Defense	[] Ph.D. Oral Comprehensive Exam	[] Ph.D. Final Thesis Defense		
Are you currently registered (for your proposed exam date)? PhD Comprehensive and Defenses: All students must be registered (Spring, Summer, or Fall) MS Defense: <u>International</u> students must be registered, unless taken during a 'summer enrollment vacation' with intention of enrolling the following Fall [Check DISSA regulations]			YES	NO
Are you in good academic standing ? Is your current GPA (grade-point average) at least 3.0 ?			YES	NO
If completing Comprehensive Exam... Comprehensive Exam Document completed and ready for review by Committee?			YES	NO
Are there no deferred (DF) grades or missing grades in your current transcript?			YES	NO
Have you satisfied all other degree requirements? (Ph.D. Comp: Ph.D. Defense pending only) [Student must attach proper documentation: "Degree Checklist" and transcript]			YES	NO
Are you scheduling this exam at least 2 weeks prior to your proposed date ? [Review EME graduate guide and Grad School policies]			YES	NO

** If you do not meet all of the eligibility criteria above, your exam **will not** be scheduled **
Please fill out the rest of this form once you meet all these criteria

Student name (last, first, middle initial)			PSU ID
Email address	EME Major/Option	Minor (if any)	Degree Sought (M.S./Ph.D)
Thesis Title			

COMMITTEE CHAIR/ADVISOR(S): _____

COMMITTEE MEMBERS: _____

OUTSIDE or SPECIAL MEMBER: _____

(Does not apply to M.S. Thesis – Please include outside faculty’s department affiliation and email)

MINOR FIELD MEMBER: _____

(Does not apply if you do not have a minor – Please include minor faculty’s department affiliation and email)

REQUESTER’S SIGNATURE: _____ DATE: _____

ADVISOR’S SIGNATURE: _____ DATE: _____

LOCATION OF EXAM:
(Please check) Hosler Building
 Remote

DATE OF EXAM: _____

TIME OF EXAM: _____

Please be advised that -
1) the Department does not provide refreshments and paper products. Bring in your own paper products (plates, cups, napkins, etc.) if you decide to have refreshments as a courtesy to your audience and committee members.
2) Student should send the Zoom access info to the EME Graduate Office if the exam is approved to be a remote one.

Please submit the completed form to EME Graduate Office at least 2 weeks in advance of requested exam date.

FINAL STEP: Have you completed the committee signature page with all required signatures? (Students revising committee for Ph.D. Final Thesis Defense must submit revised committee signature page)	YES	NO
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Exams must be **rescheduled** if completed signature form is not returned to the EME Grad Ed Office 2 weeks in advance