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

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 Liaison

Scheduled By:________________________________________ Date:________________________