



EAST TENNESSEE STATE UNIVERSITY

School of Graduate Studies

Box 70720
Johnson City, TN 37614-1710
(423) 439-4221 phone or (423) 439-5624 fax

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: E#:
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 Liaison Phone E-Mail
Scheduled By: Date: