

**SCHOOL OF MARINE SCIENCE
QUALIFYING EXAMINATION SCHEDULING FORM**

STUDENT LAST NAME	STUDENT FIRST NAME	M.I.	BANNER ID (93#)	DEGREE PROGRAM
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Dissertation or Thesis Research Title:

Steps for Scheduling Your Exam:

- Arrange the date and time for the qualifying exam with all members of your advisory committee.
- Select a moderator for the examination. The list of faculty who serve as moderators is available online at: <http://www.vims.edu/education/graduate/moderators/index.php>
- Reserve rooms in EMS for the examination. <http://www.reservations.wm.edu>
- Will **any** committee members need to participate from a **remote location**? Yes No

Committee members are expected to attend the qualifying exam in person. Should a committee member need to participate remotely, however, the advisor should alert the moderator and confirm the availability of adequate means of communications, both at VIMS and at the remote location. The approval of the Associate Dean of Academic Studies is required in the event that more than one committee member participates remotely.

- Contact Bob Polley in ITNS (bob@vims.edu, ext. 7078) to request special AV setup requirements.
- At least two weeks prior to the qualifying exam date**, submit this form to the SMS Registrar for announcement in the Academic Digest.

Qualifying Exam Scheduling Information:

DAY OF THE WEEK	EXAM DATE	EXAM TIME	EXAM ROOM

Committee Information:

Approval from your advisor(s) is required before the qualifying exam is scheduled. If a committee member needs to participate from a remote location, the advisor agrees to alert the moderator and confirm the availability of adequate means of communications, both at VIMS and at the remote location.

MAJOR ADVISOR NAME	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
CO-MAJOR ADVISOR NAME	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
Include first name, middle initial, and last name of each committee member (no nicknames). Also indicate if the committee member will participate from a remote location.			
MODERATOR		COMMITTEE MEMBER #3	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
COMMITTEE MEMBER #1	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N	COMMITTEE MEMBER #4	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
COMMITTEE MEMBER #2	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N	COMMITTEE MEMBER #5	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N

AT LEAST TWO WEEKS IN ADVANCE OF YOUR EXAM DATE,

PLEASE RETURN THIS FORM TO THE SMS REGISTRAR, WATERMEN'S HALL
FORM CAN ALSO BE SUBMITTED ELECTRONICALLY TO REGISTRAR@VIMS.EDU.

Associate Dean of Academic Studies Approval:

In the event that **more than one** committee member participates remotely, AD-AS approval is required. Approved Denied

SIGNATURE	DATE
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