COLLEGE OF WILLIAM AND MARY
School of Marine Science/Virginia Institute of Marine Science

SCHEDULING OF QUALIFYING EXAMINATION

To the Student:

Remember: The Qualifying Examination should be announced to the faculty approximately two weeks prior to actual date.

(1) **Arrange the date and time with all members of your Advisory Committee**

(2) **Arrange for a Moderator of the examination.** The list of faculty who serve as Moderators is available at the following URL:

http://www.vims.edu/education/graduate/moderators/index.php

(3) **Contact the secretary of your department to reserve and schedule a room for the exam and prospectus presentation.**

(4) **No less than 1-1/2 to 2 weeks prior to the examination, return this form to the SMS Graduate Registrar (Watermen's 253)**

or

Email the information to the SMS Graduate Registrar. (Be certain to include the title of your research.)

STUDENT: _____ DEGREE PROGRAM_____
(PRINT NAME)

DISSERTATION OR THESIS TITLE (Please Print)_____

_____

PRINT **FULL FIRST NAME, INITIAL AND LAST NAME OF EACH COMMITTEE MEMBER (NO NICK NAMES PLEASE); SIGNATURES ARE NOT REQUIRED ON THIS FORM.**

_____
Moderator

_____ Major Advisor	_____ Committee Member
_____ Committee Member	_____ Committee Member
_____ Committee Member	_____ Committee Member (if applicable)

DATE:_____ _____
Day of Week **Month/Day/Year**

_____ _____
Location **Hour**

Return this form to the Graduate Registrar's Office, Watermen's Hall 253