

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/sms/documents/moderators.html>
- (3) **Contact the secretary of your department to reserve and schedule a room for the exam and prospectus presentation.**
- (4) **No later than 1-1/2 to 2 weeks prior to the examination, return this form to the SMS Graduate Registrar (Watermen's 233)**
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):

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 Dean's Office, c/o Graduate Registrar, Watermen's 233