

EXAM APPOINTMENT FORM

This form is to be completed by the graduate student's department prior to the completion of the PhD qualifying exam and/or master's exam. This form is not required for a Plan B master's exam unless combined with a PhD qualifying exam.

UR ID Number _____

Student Last Name _____

Student First Name _____

Department/Program _____

☐ Master's ☐ PhD
Degree Program

Exam to be given: (select all that apply)	
PhD	☐ PhD Qualifier
Master's	☐ Master's Plan A Thesis ☐ Master's Plan B <i>(select one of the following)</i> ☐ Oral ☐ Written ☐ Essay

Exam Date: _____

Time: _____

Location: _____

The following are recommended to serve as participating members on the examining committee:

Minimum of two (2) members for Master's Plan B.

Minimum of three (3) members for Master's Plan A, including one (1) member outside the department.

Minimum of three (3) members for PhD Qualifier. Some departments require one (1) member outside the department.

Advisor/Research Supervisor

Inside Committee Member

Inside Committee Member

Inside Committee Member

Outside Committee Member and Department

Advisor/Research Supervisor Signature

Department Chair Signature

Date

Submission: This form should be submitted to the GEPA Office for review and processing. This form must be received at least ten (10) working days before a PhD Qualifier exam and at least five (5) working days before a Plan A master's exam. The program coordinator will receive email confirmation when processing is complete.

GEPA Office Approval _____

Date _____

EXAM APPOINTMENT FORM INSTRUCTIONS

Degree Requirements

This form is required for the following degree requirements.

- PhD Qualifier Exam – this form must be received in the GEPA Office at least ten (10) working days prior to the exam date.
- Master's Plan A Thesis Exam – this form must be received in the GEPA Office at least five (5) working days prior to the exam date.
- Master's Plan B Exam, *only when combined with a PhD Qualifier Exam*. A Master's Plan B Exam alone does not require an exam appointment form.

Exam Date

The following are guidelines for determining the exam date of each exam type.

- For written exams (either the PhD Qualifier or Plan B written), use the final date that the student will take the exam.
- For oral exams (either the PhD Qualifier, Plan A thesis defense, or Plan B oral), use the scheduled date of the oral defense or exam.
- For essay-based exams (either the PhD Qualifier, Plan A thesis, or Plan B essay), use the date that the student is expected to submit the exam for scoring.
- For any exams with multiple parts (e.g., exam with essay followed by oral defense), use the later of the two exam dates.
- In some cases, it may be appropriate for an exam date to be estimated (e.g., an essay is expected to be submitted by the end of a given month).

Committee Requirements

The following committee constitutions are required to serve on each type of exam.

- PhD Qualifier – minimum three (3) faculty members; some departments require one (1) member to be from outside the department.
- Master's Plan A Thesis Exam – minimum three (3) faculty members, including one (1) member from outside the department.
- Master's Plan B Exam – minimum two (2) faculty members.

A petition must be filed with the GEPA Office for the participation of any non-standard committee members, including non-tenure eligible faculty, full-time faculty equivalents, and external faculty and PhD holders.

Exam Copy of Plan A Master's Thesis

The exam appointment form must be accompanied by a PDF copy of the student's master's thesis manuscript. The master's thesis must follow the formatting requirements as outlined in the University's [dissertation manual](#). The GEPA Office will review the formatting of the student's thesis and provide feedback on any required changes. The requested changes must be submitted in the final PDF copy submitted after the completion of the exam.