

# North Dakota State University

## Graduate School

## Request to Schedule Examination

This form is to be initiated by the major adviser and must be received in the Graduate School at least two (2) weeks before the examination. Prior to scheduling the Final Examination, the student must schedule an appointment with the Graduate School to determine that all course work has been satisfactorily completed. The disquisition, as well as a copy of the Plan of Study listing courses completed, instructors, and grades received, must be given to the committee members seven (7) days prior to the Final Examination.

Date Submitted: \_\_\_\_\_

Student: \_\_\_\_\_ NAID #: \_\_\_\_\_

**Examination to be scheduled:** \_\_\_\_\_ Comprehensive (Such as English or MBA)  
\_\_\_\_\_ Comprehensive/Preliminary (Ph.D.)  
\_\_\_\_\_ Final (Master's or Ph.D.)

Degree: \_\_\_\_\_  
(Master of Science, Master of Education, Master of Arts, Master of Business Administration, or Doctor of Philosophy)

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

Name	Department
_____	_____
Chair	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Graduate Appointee	

Date/Time of examination: \_\_\_\_\_

Place of examination: \_\_\_\_\_  
Building Room

Disquisition Title: \_\_\_\_\_

### RECOMMENDED

\_\_\_\_\_  
Major Adviser

\_\_\_\_\_  
Department/Program Chair

# NDSU

### APPROVED

\_\_\_\_\_  
Graduate Dean

\_\_\_\_\_  
Date

GRADUATE STUDIES AND RESEARCH

**Candidate and Committee are reminded of the following procedures:**

1. Before being recommended for the Master's degree, and in addition to other requirements, the candidate shall pass an oral examination before a supervisory committee approved by the department chair and academic dean and appointed by the Graduate Dean.
2. Before being recommended for the Doctor of Philosophy degree, and in addition to other requirements, the candidate shall pass an oral examination before an advisory committee approved by the department chair and academic dean and appointed by the Graduate Dean.
3. The Master's final examination shall cover course work taken by the candidate and also the disquisition, seminar papers, or oral examination paper and knowledge fundamental thereto. The comprehensive/preliminary Ph.D. examination can not be taken until the greater portion of courses have been completed and any required language proficiency has been certified. At least one academic semester must elapse between the comprehensive/preliminary examination and the final examination. The final examination will be taken after the candidate has completed the course work and the dissertation. This oral examination will be concerned primarily with the dissertation, but it may also cover material from course work, especially courses fundamental to the dissertation.
4. The request to schedule the examination must be received by the Office of Graduate Studies at least two (2) weeks BEFORE the examination.
5. Each candidate must have submitted a final copy of the disquisition, as well as a copy of the Plan of Study listing courses completed, instructors, and grades received, to each member of the oral examination committee at least seven (7) days BEFORE the examination.
6. At the close of the oral examination, each examining committee member shall record in writing his/her approval or disapproval of the candidate. Report of Final Examination is to be forwarded to the Office of Graduate Studies as soon as the examination is completed.
7. A negative vote by more than one member of the student's committee will signify failure of the examination.