

**UNIVERSITY OF ROCHESTER
ARTS, SCIENCES AND ENGINEERING**

EXAMINATION APPOINTMENT FORM FOR THE MASTER'S FINAL, DOCTOR OF PHILOSOPHY QUALIFIER

_____ SCHOOL OF ARTS AND SCIENCES _____ HAJIM SCHOOL OF ENGINEERING & APPLIED SCIENCES

_____ NAME OF CANDIDATE _____ UR ID NUMBER _____ DEPARTMENT/PROGRAM _____

DEGREE REQUIREMENT FOR
THE FOLLOWING DEGREE(S)
(Check all that apply)

_____ Ph.D. _____ M.A. _____ M.S.

EXAMINATION TO BE GIVEN:
(Check all that apply)

MASTER'S FINAL:

PLAN A _____

PLAN B ORAL WRITTEN ESSAY
(check one)

Ph.D. QUALIFIER: _____

EXAMINATION DATE: _____ TIME: _____ LOCATION: _____

The following members of the Department are recommended to serve on the examining committee for the above candidate:

_____ *Student's Advisor/Research Supervisor*

The following person from outside the Department will serve on the examining committee:

Name: _____ Department/Program: _____

FOR PLAN A MASTER'S FINAL EXAM ONLY: With the exception of the final examination, the candidate has completed all specific departmental requirements for the M.A. M.S. (check one) degree.

THESIS TITLE: _____
(original copy is herewith submitted)

Research Supervisor (sign): _____ *Date:* _____

Department Chair (sign): _____ *Date:* _____

Dean of Graduate Studies (sign): _____ *Date:* _____

Dean's Office Use _____ *Plan A Thesis Registered on* _____

DISTRIBUTION: _____ GSO _____ DEPARTMENT

EXAMINATION APPOINTMENT FORM INSTRUCTIONS

1. Check the student's school: Arts & Sciences OR Hajim
2. Degree Requirement:
 - a. For a **PhD Qualifier Exam**, check Ph.D. on the left and Ph.D. Qualifier on the right.
 - b. For a **Master's Plan A Thesis Exam**, check either M.A. or M.S. on the left and Master's Final: Plan A on the right.
 - c. For both a **PhD Qualifier Exam** and a **Master's Plan B Exam**, check
 - i. Ph.D. and either M.A. or M.S. on the left
 - ii. Ph.D. Qualifier on the right
 - iii. Plan B either Oral or Written or Essay on the right

NOTE: An exam to fulfill a Plan B master's requirement does not require an Appointment Form. The form is only used for Plan B students using the Ph.D. Qualifier to fulfill the Plan B examination requirement.

3. Complete the Examination Date* and Time and Location

* For a Ph.D. Qualifier, this form must be received 10 full working days before the examination.

* For a Plan A Master's Thesis Examination, this form must be filed with a registration copy of the thesis 5 full working days before the examination.

4. Indicate the faculty members who will serve on the committee. Some departments do not require an outside member for the Ph.D. Qualifier, but ALL master's thesis defenses require an outside reader. There is a 3 member minimum for any Ph.D. Qualifier or Master's Plan A examination. (Non-Standard committee members must be approved prior to submitting the Appointment Form.)
5. The next section is for students completing a master's Plan A thesis examination only. Check the box indicating this exam is the final requirement for the degree and fill in the thesis title.
6. Print out the form and secure the signatures of the research supervisor or advisor and the department chair and submit two copies of the form to the GSO.