

Today's Date: _____



Oral Exam Announcement Form

Student's Name: _____

Exam Date: _____ Day: M/ Tu/ W/ Th/ F Time: _____ Room: _____

Building: _____

_____ Ph.D. Candidacy Oral _____ Ph.D. Final Oral _____ M.S. Final Oral Exam

Title: _____

Committee Members: (3 for MS Final, 3 for PhD Candidacy, and 5 for PhD Final)

Chairperson: _____ email: _____

_____ email: _____

_____ email: _____

_____ email: _____

_____ email: _____

If you are defending in a room in the Mathematics Building, did you reserve your room through Stephanie Padgett in the Chair's Office (spadgett@math.umd.edu, 301-405-5048)? _____ YES _____ NO

For M.S. and Ph.D Final Oral Only:

Will any of your committee members participate remotely? _____ YES _____ NO

IMPORTANT INFORMATION For ALL:

- Equipment reservations** can be made through the IT Help Desk at 301-405-8582 or eit-help@umd.edu.
- MS Final Oral Exam:** Two reports are required during the exam: (1) "Examination Report" and (2) "Interim Report of Examining Committee". Both forms can be found on the AMSC website at <https://amsc.umd.edu/academics/forms/master-s-degree-forms.html>.
- PhD Final Oral Exam:** Two reports are required during the exam: (1) "Interim Report of Examining Committee" found on the AMSC website at <https://amsc.umd.edu/images/documents/InterimReportofExam.pdf> and (2) "Report of Examining Committee" which should be picked up in person from the AMSC Coordinator 2 days before your defense.
- PhD Candidacy Exam:** Two forms are required during the exam: (1) "Examination Report" found at <https://amsc.umd.edu/images/documents/EXAMREP.pdf> and (2) "Application for Admission to Candidacy" found on the UMD Graduate School website.
- Remote Committee Member Participation:** If a committee member will participate in the M.S. or Ph.D. Final Oral Exam remotely, the Committee Chairperson must request permission for the faculty beforehand via email or letter to Dr. Alexander Chen, Associate Dean of the Graduate School (achen@umd.edu). The email/letter requirements and the guidelines for remote participation can be found on this page: <http://apps.gradschool.umd.edu/Catalog/policy.php?doctoral-degrees#procedures-for-the-oral-dissertation-examination>.