

MAT/MST Final Examination

Requirements:

Attendance: At least two appropriate graduate faculty members must be present. Any member other than the chair of the supervisory committee may video conference into the Examination, if necessary.

If you add or change committee members after the original committee is formed, a change of committee form is required and all members of the committee must sign the new form affirming that they are in agreement with the changes made to the supervisory committee. This must be done before the midpoint of the semester. If deletions are made to the committee, the member who is being removed must provide written consent (email is acceptable) that they are aware of being removed from the committee. The form should then be taken to the graduate coordinator for signature of approval. Finally, it should be turned into the graduate secretary to be submitted electronically. This process should be completed well before any oral examination, and in particular, before the term of graduation.

Scheduling: Final Exams are typically scheduled for a one hour period. It is the student's responsibility to arrange a time when all committee members can meet. Upon agreement on a suitable time, the student should arrange with the graduate secretary to have a room reserved for the examination and provide the information requested below. This exam can be done in connection with a talk in a seminar or in a class.

Note: If you have any questions concerning this exam then please refer to the rubric on the Mathematics website. Also, please remember to bring extras copies of your portfolio for your committee members.

Printed Name of Supervisory Committee Chair: _____

Signature of Supervisory Committee Chair: _____

Proposed Date of Exam: _____ Proposed Time: _____ Proposed Location: _____

Proposed Month and Year of Graduation: _____ Date Form Submitted: _____

Signature of Student: _____

DO NOT WRITE BELOW THIS LINE

For Internal Use Only

Email Announcement to Faculty/ Grads: _____ Official Announcement to Committee: _____
Conferencing Procedures Sent via Email to Members Who May Be Absent: (If Applicable): _____
GIMS Form Printed and Placed in Brown Folder: _____ Room Booked: _____