

Student Name: \_\_\_\_\_ UFID \_\_\_\_\_ - \_\_\_\_\_

## MS 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.

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: \_\_\_\_\_

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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: \_\_\_\_\_