UNIVERSITY OF MINNESOTA
GRADUATE SCHOOL

DOCTORAL PRELIMINARY ORAL EXAMINATION SCHEDULING

AT LEAST ONE WEEK IN ADVANCE, THE EXAMINATION MUST BE SCHEDULED WITH THE GRADUATE SCHOOL, 316 JOHNSTON HALL

Fax (612) 625-6855▪Mailing Address 101 Pleasant St. SE, Minneapolis, MN 55455

NAME _____
last first middle or former

U of M ID# _____ HOME PHONE _____ WORK PHONE _____

COMPLETE CURRENT MAILING ADDRESS _____

UNIVERSITY E-MAIL ADDRESS (@umn.edu) _____

DATE OF EXAM _____ TIME _____

PLACE OF EXAM _____ MAJOR _____

The student is responsible for scheduling and confirming the time and place of the examination with all committee members and for providing this information to the Graduate School. Any changes in the membership of the examining committee must be approved by the Graduate School prior to the scheduling of the examination.

THE FOLLOWING REQUIREMENTS MUST BE MET BEFORE THE GRADUATE SCHOOL WILL AUTHORIZE YOU TO TAKE THE PRELIMINARY ORAL EXAMINATION:

1. Your Degree Program form must have been approved by the Graduate School. Please note, minors **must** be declared and approved prior to the Preliminary Oral Examination.
2. Your Report of Written Examination form, indicating that you have passed the examination(s), must be on file in the Graduate School.
3. You must hold active student status in the Graduate School. Effective Fall 2002 you must register in the Graduate School every fall and spring term until you complete all degree requirements and graduate. If you are not currently active, you must file a Change of Status/Readmission Form to request readmission to the Graduate School. If readmitted, you must register before you will be permitted to schedule your final examination. Please refer to the Graduate School's website at http://www.grad.umn.edu/current_students/ for more information about the registration requirement, filing for readmission, and registration options.

IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT THE ABOVE REQUIREMENTS ARE MET. If the requirements have been met, the Graduate School will mail the Report of Preliminary Oral Examination form to the Chair of the examining committee before the scheduled date of the examination. If you are deficient in any of the requirements above, your Preliminary Oral Exam Form will not be released by the Graduate School and the exam cannot be held.

A copy of your degree program will be mailed to you at the time the Preliminary Oral Exam form is mailed to the committee chair. Please examine the degree program carefully to determine if you are deficient in coursework, languages or other requirements. Completion of coursework, and language requirements listed on your degree program are not required by the Graduate School as a prerequisite for taking the Preliminary Oral Examination. However, as departmental requirements may differ from those of the Graduate School, you are strongly encouraged to verify your eligibility to take the Preliminary Oral Examination with your department.

The Graduate School will officially notify you of any outstanding requirements at the time the **Final Oral Examination** is scheduled. The final oral will not be authorized until all requirements are met.