

Examination Request Form

Clear Form

Office of Graduate Enrollment Services, The Pennsylvania State University, 114 Kern Building, University Park, PA 16802-3396; (814) 865-1795; (814) 863-4627

Please schedule the doctoral Comprehensive Examination Or Final Oral/Final Performance Examination

Student's name (last, first, middle initial)

PSU ID:

Degree	Major	Dual Title	Minor
Date of Examination	Place		Time

For Comprehensive Examination:

Has the student met the English competency requirement? yes no

The Doctoral Committee is:

Chair of the committee: _____

Co-Chair (if necessary): _____

Major Field Member(s):

Outside Field Member(s):

Outside Unit Member(s): _____

Minor Field Member(s):

General Studies Member(s):
(For D.Ed. Students)

Special Member(s):

Signature of Graduate Program Head or Graduate Officer Printed Name Date

Please Note:

- (1) To allow for proper distribution to the committee chair, committee members, and student, the Examination Request Form must be submitted to the Office of Graduate Enrollment Services **two weeks prior** to the examination date.
- (2) Graduate Council policy requires that the Committee Appointment Signature Form (<http://forms.gradsch.psu.edu/ges/committee.pdf>) be completed and submitted to Graduate Enrollment Services shortly after passing the doctoral candidacy examination. If necessary, that form may accompany this Examination Request Form.
- (3) If the composition of the doctoral committee changes at any time, the Committee Appointment Signature Form must be resubmitted to the Office of Graduate Enrollment Services. All committee members must be listed on that form, but only the new committee members, the student and the department head/graduate officer need to sign it.
- (4) If a candidate is to fulfill the requirements for a minor, at least one representative from the minor field must be appointed to the doctoral committee.
- (5) A memo and vita are required when requesting a special member or special signatory.

