

Checklist for Examining Committee

Master of Science Final Examination

- The examining committee is selected by the student and his/her advisor and approved by the Assistant Chair on form G 105.
- The examining committee has at least three members one of whom will be the candidate's thesis advisor. The chair must be an ECE faculty member but not the candidate's advisor.
- The candidate distributes the thesis to the examining committee and arranges the date, time, and room for the examination at least 14 days in advance.
- The candidate announces the public oral examination, following the procedures given in the graduate handbook, at least 7 days before the examination.
- The candidate brings a partially completed form G 110 to the examination.
- The candidate gives a presentation lasting no more than 30 minutes—the chair should keep the candidate to this time limit.
- The chair of the examining committee opens the floor first to questions from the audience.
- After audience questions the committee chair may invite the audience to stay for the examining-committee question time.
- The examining committee chair should limit the total examination time to 90 minutes.
- The examining committee meets following the examination and completes form G 110 – Report on Master of Science Thesis Final Examination.
- In the event of an unsatisfactory examination result (not satisfactory with qualifications) the examining committee may, with a recommendation of two-thirds of the members, permit the student to repeat the examination after being given adequate time to prepare.
- The examining committee chair returns form G 110 to the ECE Graduate Office and includes the signatures and names of the examining committee members. The examining committee chair also adds the names of any other faculty representatives in attendance at the examination.
- The report form is verified by the Assistant Chair and forwarded to the Office of the Assistant Dean for approval and distribution to the examining committee members and the candidate.

Checklist for Examining Committee

Ph.D. Qualifying Examination

- The examining committee is appointed by the chair of the graduate committee following a request made by the candidate on form G 105.
- The examining committee comprises three ECE faculty members. The committee chair will have interests in an area related to the candidate's research, the second member will also be in a related area, and the third member will be from an area not closely related to the candidate's research area. The candidate's academic advisor cannot be appointed as a member of the examining committee. If the examination is a second attempt, the chair of the graduate committee will appoint at least one faculty member from the first-attempt examining committee.
- The candidate arranges the date, time, and venue of the examination with the committee members and distributes the research paper to the examining committee members at least 7 days before the examination.
- The candidate brings a partially completed form G 107 to the examination.
- The candidate's academic advisor may be present for the examination but should not ask questions or otherwise comment upon or add to a candidate's answers. The examining committee may ask the advisor for his/her evaluation of the candidate—after the examination. Only members of the Examining Committee take part in the final evaluation of the candidate and completion of the G 107 Report Form.
- The candidate will give a presentation, based on the research paper, lasting no more than 20 minutes—the chair should keep the candidate to this time limit.
- After the presentation, the committee may question the candidate on any topic logically related to the research paper and presentation, but the committee chair will limit the total examination time to 2 hours.
- The examining committee completes form G 107—Report on Comprehensive (Qualifying) Examination for the Doctor of Philosophy Degree.
- Form G 107 includes the signatures of the examining committee members. The result must be a clear-cut pass or fail; no remedial work is allowed to alter the outcome.
- The committee chair returns G 107 to the ECE Graduate Office and informs the candidate and his/her advisor of the outcome, in writing, within 72 hours after the qualifying examination.
- The report form is verified by the Assistant Chair and forwarded to the Office of the Assistant Dean for approval and distribution to the examining committee members and the candidate.

Checklist for Examining Committee

Ph.D. Dissertation Proposal

- The examining committee consists of the candidate's advisory committee and any other member that the advisory committee deems appropriate to a minimum of four examining committee members.
- The examination of the dissertation proposal consists of an oral presentation made within two semesters after successful completion of the Ph.D. qualifying examination. This proposal describes the current state of the art with bibliography, outlines the proposed method of investigation, and discusses the anticipated results.
- The committee membership must have been submitted (G105) to the ECE Graduate Office at least 14 days before the anticipated date of the examination.
- The candidate distributes the proposal to the examining committee and arranges the date, time, and room for the examination at least 14 days in advance.
- The candidate announces the public oral examination 7 days in advance, and posts the abstract following the procedures given in the graduate handbook.
- The candidate brings a partially completed Form G 108–Report on Dissertation Outline (Proposal) and Admission to Candidacy to the examination.
- The candidate presents the proposed dissertation work in a short presentation lasting no more than 30 minutes–the chair should keep the candidate to this time limit.
- The chair of the examining committee opens the floor to questions from the audience.
- After audience questions the committee chair may invite the audience to stay for the examining committee question time.
- The examining committee chair should limit the total examination time to 2 hours.
- The examining committee will meet following the examination and complete form G 108–Report on Dissertation Outline (Proposal) and Admission to Candidacy.
- Form G 108 includes the signatures, names, and fields of the examining committee members. The form also includes any special changes in the student's program, recommended by the examining committee, as a result of the examination.
- The committee chair returns from G 108 to the ECE Graduate Office.
- The candidate makes any required changes to the proposal and submits four copies of the final (modified) version to the ECE Graduate Office. Form G 108, and the four proposals, are then forwarded to the Office of the Assistant Dean for approval and distribution.

Checklist for Examining Committee

Ph.D. Final Examination

- The examining committee consists of the candidate's advisory committee plus additional members (selected by the advisory committee) to bring the examining committee to five members.
- The candidate distributes the dissertation to the examining committee and arranges the date, time, and room for the examination at least 14 days in advance. The dissertation format should follow the guidelines given in form G 122.
- The candidate announces the public oral examination, following the procedures given in the graduate handbook, at least 7 days in advance.
- The candidate brings a partially completed form G 111—Report on Dissertation Final Examination to the examination.
- The candidate gives a presentation lasting no more than 45 minutes—the chair should keep the candidate to this time limit.
- The chair of the examining committee opens the floor first to questions from the audience.
- After audience questions the committee chair may invite the audience to stay for the examining committee question time.
- The examining committee chair should limit the total examination time to 3 hours.
- The examining committee meets following the examination and completes form G 111—Report on Dissertation Final Examination.
- Form G 111 includes the signatures of the examining committee members and the names of any other faculty representatives present at the examination.
- The committee chair returns from G 111 to the ECE Graduate Office for verification. The report is then forwarded to the Office of the Assistant Dean for approval and distribution.