

Please read this page carefully **BEFORE using the link below to schedule your exam**

[Request to Schedule Graduate Exam \(M.S. Final, Ph.D. Qualifying, Preliminary, or Final\)](#)

1. Notification should be sent 10 days in advance for an M.S. Final and at least 2 weeks in advance for any Ph.D. exam. This allows for scheduling of a location, approval of the announcement by the student's adviser, and publication of the announcement. Note that no announcement will be posted until it has been approved, in writing (by email) by the adviser.
2. The Department will NOT make arrangements for nor pay for catering for any exam.
3. The Department does NOT make arrangements for audio visual equipment. Some classrooms do have computer projection and the Department will try to arrange for such a room. In the event a room with computer projection is not available, the student must make arrangements to borrow equipment. The Department has some equipment available – contact the ECE Front Desk to make a reservation for that equipment (projector, laser pointer etc).
4. If a student wishes extra time for set up or rehearsal, a separate email must be sent to Elisabeth Wadman immediately after the announcement form has been submitted. (example – the exam is at 2pm but student wishes access at 1:30 for set up).
5. The Department will prepare the required Graduate School or Department form for reporting results of the exam. This will be provided to the Adviser the morning of or the evening before the exam. **All other documentation is the responsibility of the student.** This includes: transcripts, copies of publications and any other material the adviser or committee requests.
6. Exam announcements will be posted on the ECE Department Web site. **Any other announcement is the responsibility of the student and/or adviser.**
7. Upon completion of an exam, the student must submit an electronic copy of the presentation to the Department for posting on the ECE web site (this is not applicable for Qualifying Exams). If there are issues or problems with this requirement (example – copyright issues), contact Elisabeth Wadman.
8. If the exam scheduled is a FINAL exam (Ph.D. or M.S.) the student will also need to schedule an appointment with the Department Head in order to obtain his signature on the required signature pages. This appointment will require approximately 30 minutes. Students should schedule this appointment as far in advance as possible as his schedule does book up! Students should bring a completed copy of their thesis or dissertation as well as all signature pages (all committee members should already have signed) to this appointment.
9. Information on Graduate School requirements for Thesis & Dissertation – Electronic submission are available at: <http://graduateschool.colostate.edu/current-students/thesis-dissertation.aspx>. Please familiarize yourself with the required process and deadlines PRIOR to final preparation of your Thesis or Dissertation.
10. The ECE Department requires electronic submission of your Thesis or Dissertation to Elisabeth Wadman: Elisabeth.Wadman@colostate.edu.