

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. ECE exam must be posted on the ECE website a minimum of **2 weeks** in advance for both an M.S. Final Exam and ANY Ph.D. exam. In order to be posted, exam requests must have a location finalized and approval of the announcement by the student's adviser. **NOTE:** ALL announcements require approval by the adviser in writing (by email). No exceptions.
2. Contact the ECE Front Desk, 970-491-6600, regarding reservation of a conference room or reserving a room in the LSC. If the Department reserves a room in the LSC there is no cost to the student.
3. If extra time for set up or rehearsal is desired, students are required to request additional time when scheduling a conference room or a room in the LSC. For example, for a 2 p.m. exam, the student would need to request to have access to the room for set up at 1:30 p.m. If you do not request this before the room is reserved, you will need to request the additional time with the department and is subject to availability.
4. The Department will NOT make arrangements nor pay for catering for any exam.
5. The Department does NOT make arrangements for audio visual equipment. Some rooms do have computer projection. In the event a room with computer projection is not available, students must make arrangements to borrow equipment. The Department has some equipment available – contact the ECE Front Desk to make a reservation for the equipment needed (projector, laser pointer, etc).
6. The Department will prepare the required Graduate School or Department form for reporting results of the exam. This will be provided to the faculty 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.
7. Exam announcements will be posted on the [ECE Department website](#). **NOTE:** Any other announcement is the responsibility of the student and/or adviser.
8. Upon completion of the 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 (e.g. copyright issues), contact [Katya Stewart-Sweeney](#).
9. When scheduling a FINAL exam for **Ph.D. or M.S. w/ thesis**, students need to schedule a 30 minute appointment with the Department Head. This meeting is required for to obtain his required signature on the [Thesis/Dissertation Submission Form](#). Students are encouraged to 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 and a completed [Thesis/Dissertation Submission Form](#). Obtain signatures from all committee members prior to this appointment. Email Dr. Maciejewski to schedule your meeting and include in your email times that you are not available to meet.
10. Information on Graduate School requirements and deadlines, including requirements for Thesis & Dissertation – Electronic submission is available at the [Graduate School website](#). Please familiarize yourself with the required process and deadlines PRIOR to the semester you plan to graduate.