Request to Schedule Graduate Exam (M.S. Plan A Final, Ph.D. Qualifying, Preliminary, or Final)

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

https://www.engr.colostate.edu/ece/graduate_exams/graduate_exam_signup/graduate_exam_signup_main.php

1. ECE exam must be posted on the ECE website a minimum of 2 weeks in advance for both an M.S. Plan A Final Exam and ANY Ph.D. exam. An email is sent to ECE graduate students and faculty announcing the exam.
2. First decide with your advisor and committee the date, time, location, and method of exam delivery (campus location, or remote delivery over Teams, Zoom, etc.)
   a. 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.
   b. If extra time for set up or rehearsal is desired, students are required to request additional time when scheduling a conference room or a campus room. 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. The LSC builds in an hour before and after the event, so for LSC requests - use the exam start and end time.
3. ALL announcements require approval by the adviser in writing (by email response to the web form used at the link above). No exceptions.
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). LSC rooms have basic audio-visual equipment.
6. All Exam Forms are now electronic and filled out by the student. They are found on RAMWEB, see the “Menu”, choose “Graduate School” and find the form there for your exam. Click on the form, fill it out and approve with your initials and scroll to the bottom of the form and hit “submit.” Contact the Graduate Advisor if you have questions about filling out the form. The Graduate Advisor will send an email after scheduling the exam about the approval process and deadlines. All approvals are done electronically. Your advisor and committee members receive an email asking them to vote on the exam.
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, the Graduate Advisor.
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 to obtain his required approval on the Thesis/Dissertation Submission Form: GS30. Students are encouraged to schedule this appointment as far in advance as possible as his schedule does book up! Students should bring a link to the completed version of their thesis. GS30 approvals must be entered from all committee members prior to this appointment. Email Prof. 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.

Revised August 10, 2021