

## Preliminary Oral Examination Worksheet

Date of oral exam: \_\_\_\_\_

Committee members:

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Checklist:

- \_\_\_\_\_ Schedule the oral exam date with committee members.  
(5 weeks or more prior to the oral exam date)
- \_\_\_\_\_ Schedule the space you plan to use for the exam.
- \_\_\_\_\_ Submit "Preliminary Oral Examination Scheduling" information sheet to Grad School  
Form is available online or from 550B Rarig (GS 12)  
(Do this 2 weeks before the exam to give the Grad School time to mail the "Preliminary Oral Exam" form to your adviser.)
- \_\_\_\_\_ You request questions from Committee members  
(You need to have them 4 weeks prior to the exam)
- \_\_\_\_\_ Prepare your responses  
(You have 3 weeks to do this)
- \_\_\_\_\_ Submit the questions and your responses to all committee members  
(Do this 1 week prior to the exam)

This worksheet is for your own records.

10/2004