

## Request and Announcement of the Final Examination

**Questions or concerns?** Contact the Graduate and Professional School via email at [gradprocessing@tamu.edu](mailto:gradprocessing@tamu.edu).

Please click on the following link to submit a Public Defense Announcement on the Graduate and Professional School website: <http://tx.ag/defense>

(Note: The STUDENT must submit the Public Defense Announcement request themselves due to FERPA requirements. The student must authenticate in order to access the defense request and their identity will be verified before publishing.)

Permission is requested to hold final examination for \_\_\_\_\_  
 (UIN) \_\_\_\_\_ for the degree of \_\_\_\_\_

All committee members have been consulted and have agreed to the following schedule:

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Type and sign name below to indicate the student's academic records have been reviewed, and he/she is qualified to take the final examination.

\_\_\_\_\_  
**Chair** - type and sign

\_\_\_\_\_  
**Co-Chair** - type and sign

\_\_\_\_\_  
**Dept. Head OR Intercollegiate Faculty Chair** - type and sign

**List committee member names (excluding co-/chair and dept. head) below; signatures are not required. Department and/or student should provide copies to committee members.**

\_\_\_\_\_  
 Committee Member - type name

\_\_\_\_\_  
 Committee Member - type name

\_\_\_\_\_  
 Committee Member - type name

\_\_\_\_\_  
 Committee Member - type name

\_\_\_\_\_  
 Substitute (if applicable) - type name

\_\_\_\_\_  
 will substitute for

### GRADUATE ADVISORS CHECKLIST:

**Please complete the checklist below to confirm that the students is meeting all requirements to hold a final exam.**

Applied/should apply for \_\_\_\_\_ graduation \_\_\_\_\_ Coursework completed \_\_\_\_\_

\_\_\_\_\_ Residency requirement \_\_\_\_\_ Overall GPR \_\_\_\_\_ Lacks: \_\_\_\_\_

\_\_\_\_\_ Proposal \_\_\_\_\_ Degree Plan GPR \_\_\_\_\_

\_\_\_\_\_ Admitted to Candidacy (Doctoral only) \_\_\_\_\_ Incompletes: \_\_\_\_\_

Checked and approved by \_\_\_\_\_ Registered: \_\_\_\_\_

Staff Graduate Advisor: \_\_\_\_\_ Prelims \_\_\_\_\_