

The student's Major and/or Co-Major Advisor must **review and approve a draft** of the student's thesis or dissertation prospectus **before** it is distributed to other members of the student's advisory committee. This approved draft should be distributed to the committee and exam moderator **at least three weeks prior** to the exam date.

The qualifying exam will be announced in the Academic Digest which is distributed on the first or third Wednesdays of the month.

STUDENT FIRST NAME	STUDENT LAST NAME	BANNER ID	DEGREE PROGRAM
TERM & YEAR OF ENTRY		EMAIL ADDRESS	

**Thesis or Dissertation Research Title:**                       Thesis                       Dissertation

Sample Form

**Advisor(s) Approval:** I certify that I have completed a review of the draft of this student's thesis or dissertation prospectus and give approval for its distribution on \_\_\_\_\_ to other members of the advisory committee.  
Prospectus Distribution Date

For Viewing Only

MAJOR ADVISOR NAME	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?
CO-MAJOR ADVISOR NAME	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?

Identify exam moderator and other committee members' names below. Please also indicate if the committee member will participate from a remote location.

MODERATOR	EMAIL ADDRESS	REMOTE?
COMMITTEE MEMBER #1	EMAIL ADDRESS	REMOTE?
COMMITTEE MEMBER #2	EMAIL ADDRESS	REMOTE?
COMMITTEE MEMBER #3	EMAIL ADDRESS	REMOTE?
COMMITTEE MEMBER #4	EMAIL ADDRESS	REMOTE?
COMMITTEE MEMBER #5	EMAIL ADDRESS	REMOTE?

Committee members are expected to attend the exam in person. Should a committee member participate remotely, the advisor should alert the moderator and confirm the availability of adequate means of communication, both at VIMS and at the remote location. If **more than one** committee member participates remotely, AD-AA approval is required.

**Qualifying Exam Scheduling Information:**

Student is responsible for reserving the room before the scheduling form is submitted to Academic Affairs.

DAY OF THE WEEK	DATE	TIME	ROOM RESERVED

Contact Bob Polley in ITNS ([bob@vims.edu](mailto:bob@vims.edu), ext. 7078) to request special AV setup requirements **30 days prior** to exam date. Bob must confirm availability of date for any qualifying exams that need ITNS assistance.

**Associate Dean for Academic Affairs Approval:**

If **more than one** committee member participates remotely, AD-AA approval is required.     Approved     Denied

SIGNATURE	DATE
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