

REQUEST FOR FINAL ORAL EXAMINATION INSTRUCTIONS

Submit your dissertation/treatise to your Dissertation Committee at least four weeks before your defense. The typed Request for Final Oral Examination form must be submitted to the Graduate School at least two weeks before the date of your final examination.

By signing this form each member of your Dissertation Committee acknowledges they have received your doctoral dissertation with sufficient time to complete a careful review of the dissertation (typically four weeks in advance of the defense). They also agree to attend (physically or virtually) the final oral examination. Each member must sign for themselves. **No proxy signatures will be accepted.**

Additionally, by signing this form your supervisor acknowledges that you have received any necessary IRB approvals if your work involves human participants. If so, please supply the IRB study number in the space provided under the supervisor's signature line.

Students who have officially registered a Chosen Name with the Office of the Registrar may use their registered name on this form. Please note that the name you use on this form (either your legal name, or your officially registered Chosen Name) will be the name the Graduate School will use on your Report of Dissertation Committee and the name that you should use on your dissertation.

Submit the typed Request for Final Oral Examination form to the Graduate School at GradStudentSvcs@austin.utexas.edu at least two weeks before the date of your final examination. You must submit the following documents with the Request for Final Oral Examination form:

Required: See format [guidelines](#) for additional details.

- A copy of your dissertation committee membership page
- A copy of your dissertation title page
- A copy of your dissertation abstract page
- A copy of your dissertation table of contents and lists of figures and tables

REQUEST FOR FINAL ORAL EXAMINATION

Name of Doctoral Candidate

Student's UT EID

This is to request that a final oral examination for the dissertation of the candidate named above be set for

Month	Day	Year	Time	Location (building & room # OR virtual)
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Supervisor's Typed Name	Signature	Date
IRB approval needed? No Yes, and the IRB study number is: _____		

<input type="checkbox"/> Co-Supervisor	or	<input type="checkbox"/> Member's Name	Signature	Date
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Member's Typed Name	Signature	Date
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Member's Typed Name	Signature	Date
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Member's Typed Name	Signature	Date
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Member's Typed Name	Signature	Date
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Member's Typed Name	Signature	Date
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APPROVED BY PROGRAM GRADUATE ADVISER _____
Signature Date

The student's name, and date, time, and location of the defense will be published in advance and the defense will be open to the public unless the Graduate Adviser authorizes restrictions.

RESTRICTIONS AUTHORIZED BY GRADUATE ADVISER

REQUEST FOR FINAL ORAL EXAMINATION

Instructions to Committee Member who cannot attend physically or virtually:

It is permissible for **ONE** committee member to be absent from the defense. If a member of a Dissertation Committee will not be attending the defense physically or virtually, they must sign the following statement.

_____ will be unable to attend the defense on the date shown, but agrees to read the Dissertation and sign the Report of Dissertation Committee.

Signature of Committee Member

Date