

Notification and Report

10.3. Notification of Exam and Report

The Notification of Scheduled Examination form (https://www.ndsu.edu/graduate-school/forms#accordion__item-1068675) is required for the oral portion of the preliminary examination and the oral final defense. This form must be received (with all signatures) by the Graduate College at least seven (7) calendar days prior to the examination date.

- A successful submission requires all signatures, not only that the graduate student has initiated the form.
- If the form is not received seven (7) calendar days prior, it will not be approved by the Graduate College.
- An oral preliminary examination or final defense takes place without a processed notification form is considered void. A new examination or defense date must be scheduled and the Notification of Scheduled Examination filed seven days prior to the new date.

Following each oral examination, the student must initiate the appropriate report form (https://www.ndsu.edu/graduate-school/forms#accordion__item-1068675), ensure it is signed by all committee members, and submit it to the Graduate College within 14 calendar days following the exam.

- A successful submission requires all signatures, not only that the graduate student has initiated the form.
- If the completed form is not received by the Graduate College within 14 calendar days following the examination, the examination is considered void and must be rescheduled.

It is the student's responsibility to ensure all forms are signed and received by the Graduate School.