



John and Willie Leone Family Department of  
Energy and Mineral Engineering  
EME Graduate Education Office  
The Pennsylvania State University

103 Hosler Building  
University Park, PA 16802  
1 814 863-0373  
www.eme.psu.edu/academics/graduate

## EME Graduate Examination Request Form

Please check / eligibility criteria list:

[ ] M.S. Thesis Defense	[ ] Ph.D. Oral Comprehensive Exam	[ ] Ph.D. Final Thesis Defense
Are you currently <b>registered</b> (for your proposed exam date)? <b>PhD Comprehensive and Defenses:</b> All students <u>must</u> be registered (Spring, Summer, or Fall) <b>MS Defense:</b> <u>International</u> students must be registered, unless taken during a 'summer enrollment vacation' with intention of enrolling the following Fall [ Check DISSA regulations ]		YES NO
Are you in <b>good academic standing</b> ? Is your current <b>GPA (grade-point average)</b> at least <b>3.0</b> ?		YES NO
If completing Comprehensive Exam... Comprehensive Exam Document completed and ready for review by Committee?		YES NO
Are there <b>no deferred (DF) grades or missing grades</b> in your current transcript?		YES NO
Have you <b>satisfied all other degree requirements?</b> (Ph.D. Comp: Ph.D. Defense pending only) [ <b>Student must attach proper documentation: "Degree Checklist" and transcript</b> ]		YES NO
Are you scheduling this exam <b>at least 3 to 4 weeks prior to your proposed date?</b> [ Review EME graduate guide and Grad School policies ]		YES NO

\*\* If you do not meet all of the eligibility criteria above, your exam **will not** be scheduled \*\*

Please fill out the rest of this form once you meet all these criteria

Student name ( <u>last</u> , first, middle initial)			PSU ID
Email address	EME Major/Option	Minor (if any)	Degree Sought (M.S./Ph.D)
Thesis Title			

COMMITTEE CHAIR: \_\_\_\_\_

DISSERTATION ADVISOR(S): \_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OUTSIDE MEMBER: \_\_\_\_\_

(Does not apply to M.S. Thesis – Please include outside faculty's department affiliation and email )

MINOR FIELD MEMBER: \_\_\_\_\_

(Does not apply if you do not have a minor – Please include minor faculty's department affiliation and email )

LOCATION OF EXAM: \_\_\_\_\_ ( Please reserve room with EME Graduate Office )

DATE OF EXAM: \_\_\_\_\_ TIME: \_\_\_\_\_

Please be advised that the Department does not provide refreshments and paper products. Should you decide to have refreshments as a courtesy to your audience and committee members, please remember to bring in your own paper products (plates, cups, napkins, etc.)

Please submit completed form to EME Graduate Office at least 3 – 4 weeks in advance of requested exam date

FINAL STEP: Have you <b>completed the committee signature page with all required signatures?</b> (Students revising committee for Ph.D. Final Thesis Defense must submit revised committee signature page)	YES	NO
---	-----	----

Exams must be **rescheduled** if completed signature form is not returned to the EME Grad Ed Office 3-4 weeks in advance