

BATTEN SCHOOL OF COASTAL & MARINE SCIENCES & VIMS
QUALIFYING EXAM SCHEDULING & PROSPECTUS PRE-APPROVAL FORM



The student's advisor and/or co-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.

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

Thesis or Dissertation Research Title: Thesis Dissertation

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

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 (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 VIMS IT 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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