Graduate Student Academic Services (GSAS) would like to present

Doctoral Exam Announcements
The forms discussed in this video are available in GradPath.

If you are unfamiliar with GradPath please see the video Introduction to GradPath or read the GradPath FAQs for students on the Graduate College website.

www.grad.arizona.edu
There are two exam announcement forms.

- The Announcement of Comprehensive Exam
- The Announcement of Final Oral Defense
Both the Plan of Study and the Comprehensive Exam Committee must first have been approved by all the reviewers before you can access the Announcement of Comprehensive Exam form.
Before you access the Announcement of Final Oral Defense form:

• you must have advanced to Doctoral Candidacy AND

• your Dissertation Committee Appointment form must be approved by all reviewers

The requirements for advancement to candidacy are on our website: www.grad.arizona.edu
It takes time to approve forms.

Please submit the Announcement of Final Defense at least 10 days prior to your final oral defense – the form needs enough time to route through all the approvers before the exam itself.
If this is the first time you submit the Announcement form you can click the “Create New” button.

If your form is still pending approval you can only use the “View Current” button.
After you submit the Announcement form you can see who has yet to make a decision and when the form was routed to them.

When someone approves your form, it will route automatically to the next reviewer.
Once your form has already been approved by the last reviewer you can “View Current” or, to change your announcement use the “Modify” button.
The Announcement of Exam form.

Enter the date and time of your exam.

- Exam Date: 07/29/2016
- Start Time: 1:00PM

You will also be asked the building and room of your exam.

- Building: Arizona Health Sciences Center
- Room: 8403
You don’t need a building code to complete the form. Click the “Search for Building” button, type the name of your building and click “Search”.

![Building Search Form](image)

- **Building Code**
- **Description**: Meinel
- **Short Description**
Tick the appropriate building and click the “Use Selected” button.
If this is your Announcement of Final Oral defense you will need to enter the title of your dissertation.

If your dissertation title changes you do not need to re-submit this form.
Your committee members will prefill automatically.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Committee Role</th>
<th>Report Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eustace L Dereniak</td>
<td><a href="mailto:eustace@optics.arizona.edu">eustace@optics.arizona.edu</a></td>
<td>Co-Chair</td>
<td>✓</td>
</tr>
<tr>
<td>Eric W Clarkson</td>
<td><a href="mailto:clarkson@radiology.arizona.edu">clarkson@radiology.arizona.edu</a></td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Lars R Furenlid</td>
<td><a href="mailto:furen@radiology.arizona.edu">furen@radiology.arizona.edu</a></td>
<td>Co-Chair</td>
<td></td>
</tr>
</tbody>
</table>
If your committee has changed since you submitted the committee appointment form you can add or remove committee members using the “Adjust Committee Members” button.

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<td>Co-Chair</td>
<td></td>
</tr>
</tbody>
</table>

Adjust Committee Members
Make sure you have selected the chair or one of the co-chairs to report the results.

If your committee has a chair, you cannot have a co-chair.
Once your Announcement form receives final approval, the person you selected to report the results will receive an email link to your results form.
Thank you.

• If you have any questions you can contact your graduate coordinator or your degree counselor in the Graduate College.

• The contact information for your degree counselor is available on the graduate College website:

  www.grad.arizona.edu

  Contact Us/Departmental Program Contacts by Program