As stipulated in the degree requirements approved for the program by the Graduate Council, students must make a public presentation of their thesis/dissertation that must be attended by the thesis/dissertation committee members\(^1\). The procedure for scheduling the presentation and getting this form approved is as follows:

(i) Select a date and time for your presentation in consultation with your committee members and the departmental seminar coordinator for the quarter (item A below). If the seminar is scheduled during the Summer, please contact the departmental seminar coordinator for the Spring quarter.

(ii) Submit the form to the Graduate Adviser for approval. Retain the approved form with you until the day of the seminar.

(iii) Graduate Adviser informs the Students Affairs Officer (SAO) to announce the seminar.

(iv) Following the seminar the committee meets in a closed door session and makes appropriate recommendation on this form and signs it (item B below).

(v) The student submits this form to the Graduate Adviser or SAO before the thesis/dissertation is submitted to the office of Graduate Studies.

(A) Approval of the Public Presentation:

Mr/Ms ___________________________ has, with our agreement, scheduled a public presentation of his/her thesis research to be held on:

Date: _______________ Time: _______________ Room: _______________

Signatures of members of the Thesis/dissertation Committee:

_________________________________________ _________________________

Signature of the Graduate Adviser: ____________________ Date: _______________

(B) The Committee met following the presentation in a closed door session, and has the following comments on the research and thesis/dissertation (Use the backside of this sheet for additional comments):

Signatures of members of the Thesis/dissertation Committee:

_________________________________________ _________________________

Received by the Graduate Adviser: ____________________ Date: _______________

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\(^1\) Only under exceptional circumstances the seminar can be arranged when only two committee members can attend the seminar. In such a case, the member who cannot be present must appoint a proxy.