

Department of Spanish and Portuguese Studies

GRADUATE EXAM INTENT FORM

MA

Instructions: This form will help you to navigate the MA examination process. Please complete this form as you are in contact with your adviser and exam committee to schedule your exams. *You must have filed a Degree Program Form with the Graduate School prior to scheduling your exams.* Once you have set the dates for the exams with your committee members, contact the Graduate Program Assistant as soon as possible to reserve rooms and file this form with the office. You are responsible for setting and communicating the dates of your exams to your committee members; this form serves only as a record for the Graduate Program Assistant. It may be helpful to provide your adviser with a copy of this form, but you do not have to obtain his/her signature before filing it.

Name: _____ **Term/Semester of Program Entry:** _____

Date Form is Filed with the Office: _____

Examination Committee Members

Minimum of three required: 2 major field, 1 minor or related field.

Adviser: _____

Major Field Member: _____

Minor/Related Field Member: _____

Additional Member(s): _____

Track (check one):

.. **Plan A**

.. **Plan B**

.. Paper 1 _____

.. Paper 2 _____

Exam Scheduling: Please discuss the best date and times for the exams with your adviser and committee members and then complete the portion below after consulting with the Graduate Program Assistant.

Written Exams:

Choose two consecutive week days and your preference for taking the exams in the morning or afternoon. A total of eight hours may be spent answering the exam questions. The location will be decided with the Graduate Program Assistant based upon availability of rooms.

Date

Morning / Afternoon

Location

Oral Exam:

Date and Time: _____ **Location:** _____

Before reporting to the Oral Exam, you must pick up the Final Examination Report form and the graduation packet from the Graduate School. In addition, please pick up the departmental MA "red" or Examining Committee Recommendation form from the office. Your exam committee members will sign both of these forms at the oral exam. After the oral exam, take both forms to the Graduate Program Assistant and s/he will file the red form and copy the Final Examination Report and return the original to you. You should then file the Final Examination Report with the Graduate School.