

Prospectus Committee Scheduling

To set up a prospectus meeting, the student should first consult with his/her Director to determine who should serve on this committee. The student then meets with each faculty member asking him/her to serve on the committee and to set up a time and date for the prospectus. Students who pass writtens and orals in the fall **must** schedule their prospectus meetings by **March 15**; students who pass writtens and orals in the spring **must** schedule their meetings by **October 15**. The prospectus meeting itself should be held by the last day of classes in the appropriate semester. Because faculty schedules can get very busy, we ask you to start planning the date of your prospectus meeting well in advance. Five committee members **must** be present at your meeting. If a committee member is not a member of the Graduate Faculty, please submit a current CV of the committee to be appointed as Fixed Term.

Student _____

PID _____ E-Mail _____

COMMITTEE:

_____	_____
_____	_____

Director

Chair

(Graduate Studies Office Will Make This Assignment)

Date & Time of Exam:

Please return this form to GL 207 at least two weeks before your meeting so that we can prepare the appropriate paperwork. Thanks.