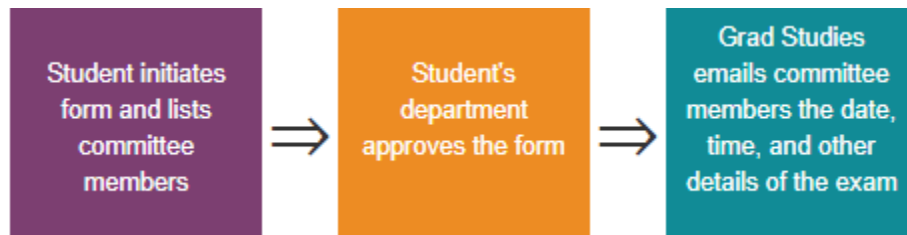


- This form is required before taking: Doctoral Comprehensive Exam, Master’s Plan II Exam, Defense of thesis, Defense of Dissertation.
- Students are responsible for submitting the Announcement of Examination form at least 2 weeks before the examination (or defense) is scheduled to be completed.
- Students must list their committee members at the time of submission.
- The Announcement of Examination is done using **Grad Studies App** online via <https://gradforms.unm.edu>.

Example of Announcement of Examination Form- See Below.



Announcement of Examination

This form must be submitted to Graduate Studies at least two weeks prior to the date of the examination.

Graduate Dept:	<input type="text" value="College of Nursing"/>	NetID:	<input type="text"/>
Student Name:	<input type="text"/>	UNM ID:	<input type="text"/>
Graduate Program:	<input type="text" value="Nursing"/>	Degree:	<input type="text" value="Doctor of Philosophy"/>
Exam Type:	<input type="text"/>		
Place:	<input type="text" value="Place of Examination"/>		
Date:	<input type="text" value="Date of Exam"/>	Time:	<input type="text" value="HH"/> : <input type="text" value="MM"/> <input type="text" value="AM"/>

Examination Committee Members:

Examination Committee Requirements		Category Requirements	
<input type="text" value="Committee Chair"/>	<input type="text" value="Graduate Dept"/>	<input type="text" value="Category"/>	
<small>Member required</small>			
<input type="text" value="Committee Member"/>	<input type="text" value="Graduate Dept"/>	<input type="text" value="Category"/>	
<small>Member required</small>			
<input type="text" value="Committee Member"/>	<input type="text" value="Graduate Dept"/>	<input type="text" value="Category"/>	
<small>Member required</small>			

Form incomplete. Please fill out those fields outlined in red.

***Note: If your committee chair or committee member is not displayed in the dropdown, please reach out to your academic advisor to have them approved committee for committee service.**