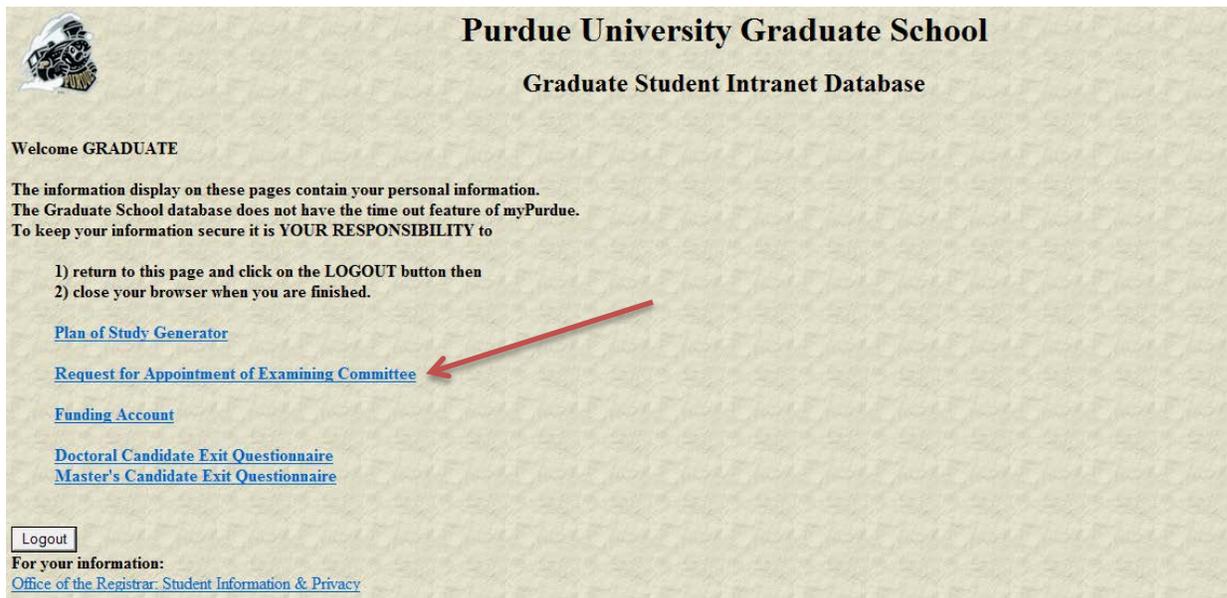


STUDENT INSTRUCTIONS

Graduate School Form 8: Request for Appointment of Examining Committee

Please note that the plan of study for this degree must be in 'Outstanding' or 'Approved' status to initiate an exam request.

1. Login to myPurdue using your Purdue Career Account credentials.
2. Select the "Graduate School Plan of Study" link under the "Graduate Students" section on the "Academic" tab.
3. Select the "Request for Appointment of Examining Committee" link to open the Exam Form Generator.



4. Click on the "Form 8: Request for Appointment of Examining Committee" link to initiate the form, and then indicate the exam to be taken (preliminary or final examination).
5. Click on the "Update Exam Committee" link to select the exam committee members; each committee member must be added one at a time.
6. Enter the exam date, time, building and room number.
7. In the "Thesis Title" section, enter the thesis title if requesting a final examination (or the preliminary title if this request is for a preliminary examination).
8. Once completed, submit the form for approval.

Notes:

- The form may be left in "Saved" status for editing, but must be submitted in order to be processed.
- This request must be received by the Graduate School at least 3 weeks prior to the requested exam date.
- If the exam form is submitted less than 2 weeks from the exam date, the committee chair and/or student will be approached to provide a justification.
- You will receive an automated email when the Form 8 has been fully approved.