1. Navigate to Graduate School website and open Exam Request link.

2. Fill in your information as the Student

   - **Student**
     - **Your Name:**
       - Full Name
     - **Your Email:**
       - Email Address

   - Please provide information for any other signers needed for this document.

   - **Program Administrator (required)**
     - Name:
3 REQUIRED: Include Program Administrator and Program Director

If applicable: include Defense chairperson.

⚠️ Double check name spelling and email addresses before moving forward!
4 Keep Graduate School information. Click "BEGIN SIGNING"

5 Fill in your student information. Then select your degree and program.
6. Select your exam type.

7. DOCTORAL DEFENSE ONLY: Include number of dissertation credits.
Fill in your exam date, time, and room number.

Fill in committee members and their program affiliation.

Note: program affiliation is how they relate to your exam - will most likely be your program.
10 Click "FINISH" to route form to your PA, PD, and Thesis Chairperson (if applicable).