


## Instructions for Request for Scheduling of Final Master's Exam

**Note:** This is a fillable form that eliminates the need to print-out and write-in your answers. You can simply fill-out the form electronically, and then print-out the results. This fillable capability however does not allow you to save the information that you have electronically filled-in.

You can save a copy of this form on your computer by clicking on the  icon on your browser.

This form must be completed and submitted to the Dean of Graduate School before the proposed examination date.

1. Complete and obtain signatures from
  - a. Committee Chairperson
  - b. All Committee Members
  - c. Graduate Advisor
  
2. Submit the form with original signatures to the Graduate School office for approval by the Dean of Graduate School.

**Reminder:** Make sure you retain a copy for your records. You must print the document and mail it in or bring it to the UTA Graduate School office at the address below.

Graduate School  
Room 333 Davis Hall  
PO Box 19167  
Arlington, TX 76019

**THE GRADUATE SCHOOL  
THE UNIVERSITY OF TEXAS AT ARLINGTON  
REQUEST FOR SCHEDULING OF THE FINAL MASTER'S EXAMINATION**

This request must be received by the Dean of the Graduate School prior to the examination date requested. Students and advisors should consult the current Graduate Catalog for deadline dates applicable to the scheduling and administration of the Final Master's Examination.

This is to request that a(n)

- Oral
  - Thesis
  - Thesis Substitute/Non-thesis
- Written (Thesis Substitute/Non-thesis)
- Written and Oral (Thesis Substitute/Non-thesis)

examination for \_\_\_\_\_, \_1000\_\_\_\_\_  
(name) (UT Arlington ID)

a candidate for the master's degree in \_\_\_\_\_ be scheduled for  
(program)

\_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
(month) (day) (year) (time) (building) (room)

Name (typed)

Signature

Date (mm/dd/yy)

\_\_\_\_\_  
Committee Chairman

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Graduate Advisor

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.