



Chair



Outside Member



Non-Dept/Program  
Member



Dept/Program  
Member



Candidate  
(Thesis Student)



Thesis Advisor

## Before Exam

Exam panelists introduce themselves.



Candidate & Advisor enters and introduce themselves.



Candidate & Advisor exit.

Chair reviews pre-exam items.

- Confirm evaluation forms submitted.
- Discuss strengths/limitations.
- Review process and question order.



Questions  
for Advisor  
before exam  
starts?

Yes

- Advisor re-enters and answers questions
- Exit
- Ask Candidate to re-enter.

No

Ask Candidate to re-enter.

## During Exam (~90 minutes)

Candidate re-enters.  
Oral exam begins.

Optional  
Opening?

Yes

Candidate gives brief overview/opening statement.  
Or, Advisor asks an opening question.

No



- Questioning by Outside Member
- Questioning by Non-Dept/Program Member
- Questioning by Dept/Program Member
- Chair invites final questions
- Candidate has opportunity for final word (e.g., final statement of implications, etc.).



Candidate exits.

Advisor makes concluding remark or answers questions from panel.



## Deliberation: Honors or No Honors

Advisor exits.

Panel deliberates written thesis (60%) and oral examination (40%).

Panel makes final determination of Honors or No Honors.



Honors  
or No  
Honors?

Honors

No Honors

Mechanical  
Revisions  
Needed?

Yes

No

Indicate on Panel Evaluation Form  
Chair signs Form → Panelists sign.

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Chair signs Form → Panelists sign.

Candidate & Advisor re-enter.

Chair announces outcome: (a) Honors or No Honors; and (b) Mechanics Approved or Not Approved

Chair thanks everyone.



Candidate & Advisor exit.

Chair makes sure Panel Evaluation Form is submitted.



## [Optional] Dinner

Informal conversation may continue over a meal.

