

# RTC 2 Week Notification Form

Return this signed form to the RTC Program Assistants Office; Walker 319

Check one (see page 2 for required supporting documentation):

MS Coursework Defense

MS Project Defense

MS Proposal Defense

MS Thesis Defense

PhD Qualifying Exam

PhD Proposal Defense

PhD Dissertation Defense

Student Name: \_\_\_\_\_ M-Number: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Names of other committee members:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Date & Time: \_\_\_\_\_

Room\*: \_\_\_\_\_

\*Online defenses must submit Zoom link.

This form does not supersede the required paperwork for the graduate school (i.e., Pre-Defense Forms, thesis drafts, Report on Final Examination Forms, etc.), must be submitted to the graduate school as instructed on the Degree Completion Timeline (<http://www.mtu.edu/gradschool/administration/academics/timeline/>)

## Signatures:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Director or Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

## Supporting documentation

(to be submitted at the same time as the form)

- a) For the **PhD Qualifying Exam**, send **copies** of the **readings lists and questions**. Indicate the date that the exam will begin (i.e. when the questions will be available to the student) and the date upon which the oral exam will take place. Online exams must submit Zoom link.
- b) For the **PhD Proposal Defense**, send a **copy** of the **15-20 page proposal document**. Online defenses must submit Zoom link.

Also for the **PhD Proposal Defense**, you must bring completed copies of the following forms to your proposal defense.

- **Degree Schedule Form (D5)** — <http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/D5-Degree-Schedule.pdf>
  - **Qualifying or Research Proposal Exam Form (D4/6)** — <http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/qualifying-proposal-exam.pdf>
  - **Petition to Enter Candidacy** — This form to be completed online after a successful defense.
- c) For the **PhD Dissertation Defense**, send **copies** of your **abstract and defense dissertation**. Online defenses must submit Zoom link.
    - Scheduling a final oral examination ("Defense") must also be done with the Graduate School through [MyMichiganTech](#).
  - d) **MS Proposal Defense** – none required. Online defenses must submit Zoom link.
  - e) **MS Coursework** – none required.
  - f) **MS Project Defense**, send a **copy** of the **25-30 page project report** (with reference list and works consulted list). Online defenses must submit Zoom link.
    - Scheduling a final oral examination ("Defense") must also be done with the Graduate School through [MyMichiganTech](#).
  - g) **MS Thesis Defense**, send a **copy** of the **40-60 page thesis** (with reference list and works consulted list). Online defenses must submit Zoom link.
    - Scheduling a final oral examination ("Defense") must also be done with the Graduate School through [MyMichiganTech](#).

**Send all copies of supporting documentation to: Katy Ellenich (kmelleni@mtu.edu)**