

**GTU COMMON MA PROGRAM
STATEMENT OF READINESS & SCHEDULING REQUEST
for MA Thesis Defense or MA Oral Examination for Biblical Languages Concentration**

The student is responsible to consult with his/her committee to establish a date and time for the exam, get all required signatures, and then **submit this form to Gloria Motley** (GTU Academic Secretary, 2465 LeConte Avenue, 3rd floor) **at least 4-6 weeks prior to the defense/oral exam**. Gloria then schedules the room for the defense/oral exam and sends you and your committee confirmation of the date and time scheduled. Requests are subject to space available—if space does not allow for the date and time you requested, you must go back to your committee and arrange a different time. The student must obtain paperwork for reporting the defense/oral exam result from Gloria prior to the defense/oral exam. After the defense/oral exam, the committee will complete the result form, and the student returns it to Gloria. If you have any questions, call Gloria Motley at (510) 649-2461.

Student Name: _____ **Phone:** _____

School: _____ **E-mail:** _____

Check one: Thesis Defense Oral Examination (Biblical Languages concentration only)

Anticipated semester of graduation: _____

Thesis filing/oral exam deadline (per GTU Extended Calendar): _____

Proposed date of thesis defense or oral exam: _____

**Defenses or oral exams must be scheduled between 9am and 3pm, Monday through Friday.
All requests are subject to space available.**

I have consulted with my committee and we would like to schedule my defense/oral exam at:

_____ (time) on _____ (date)

Student signature

date

This student has completed the MA Program Checklist, and should complete course requirements by the end of the _____ semester.

MA Program Coordinator signature

date

This student has worked with his/her committee for at least 90 days and is ready to schedule the defense or oral exam on the date requested.

Thesis Coordinator or Primary Examiner signature

date

NOTE: If you have completed all your requirements except the thesis or oral exam, you may wish to file a Thesis Filing Extension Agreement, which outlines specific conditions under which you may defend and file the M.A. thesis (or take the oral exam) and graduate in a given term without having to register or pay continuing fees for that term.