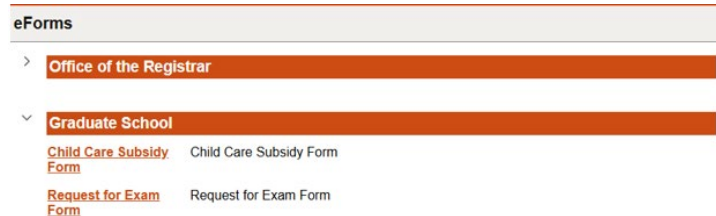


## Request for Examination Instructions

1. **Timeline:** Submit your Request for Examination (RFE) form at least three weeks before your proposed defense date.

2. **Accessing the Form:**

- Locate the RFE form in [MySlice](#) under eForms.

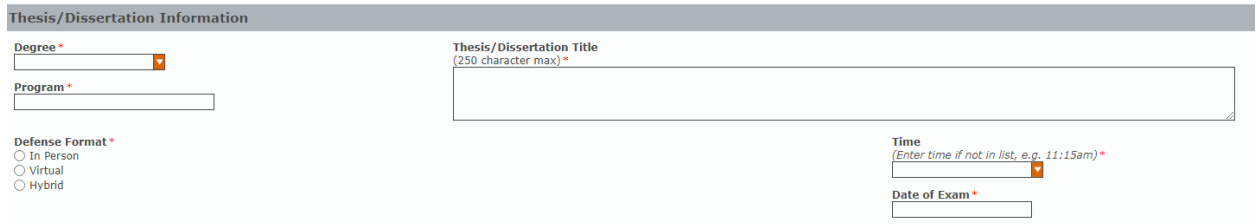


The screenshot shows the 'eForms' menu in MySlice. The 'Office of the Registrar' and 'Graduate School' sections are expanded. Under 'Graduate School', the 'Request for Exam Form' is highlighted.

3. **Completing the Form:**

- **Thesis/Dissertation Information**

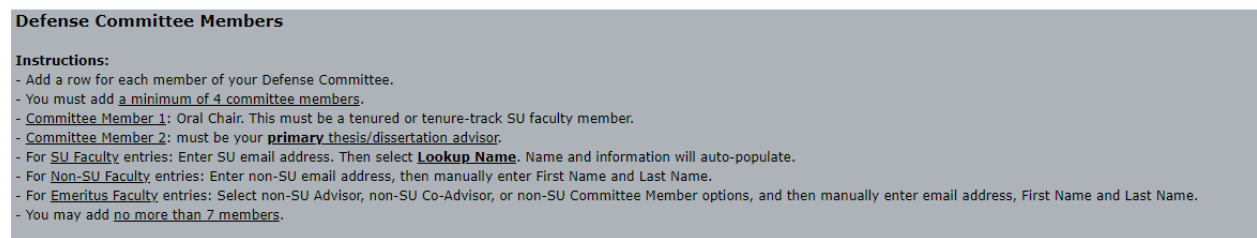
Enter the program and degree applicable for the defense; your thesis/dissertation title; and defense date/ time, location, and format.



The screenshot shows the 'Thesis/Dissertation Information' form. It includes fields for Degree, Program, Thesis/Dissertation Title (250 character max), Defense Format (In Person, Virtual, Hybrid), Time (Enter time if not in list, e.g. 11:15am), and Date of Exam.

- **List your Defense Committee Members**

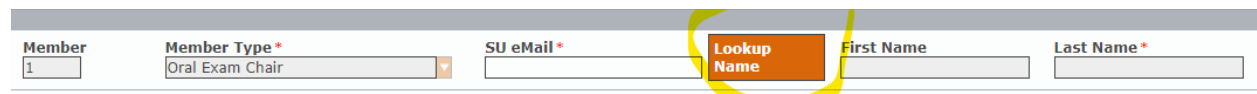
Carefully read through the instructions on how to add committee members to the form.



The screenshot shows the 'Defense Committee Members' section with instructions. The instructions include: Add a row for each member of your Defense Committee; You must add a minimum of 4 committee members; Committee Member 1: Oral Chair. This must be a tenured or tenure-track SU faculty member; Committee Member 2: must be your primary thesis/dissertation advisor; For SU Faculty entries: Enter SU email address. Then select Lookup Name. Name and information will auto-populate; For Non-SU Faculty entries: Enter non-SU email address, then manually enter First Name and Last Name; For Emeritus Faculty entries: Select non-SU Advisor, non-SU Co-Advisor, or non-SU Committee Member options, and then manually enter email address, First Name and Last Name; You may add no more than 7 members.

**Tip-** You need to have the email addresses for each member of your committee to complete the form.

**Important Note:** Once you enter the syr.edu email address you must click Lookup Name to have the First Name and Last Name information populate.



The screenshot shows the 'Defense Committee Members' table. The first row is highlighted, showing Member 1, Member Type (Oral Exam Chair), SU eMail, and Lookup Name buttons. The First Name and Last Name fields are empty.

○ **List your Academic Unit Chair**

**Academic Unit Chair Information**

Please provide the name & eMail below, for the **Academic Unit Chair** from the following program:

Academic Unit Chair:  
First Name \*

Academic Unit Chair:  
Last Name \*

Chair - SU Email Address  
(required format: [NetID@syr.edu](mailto:NetID@syr.edu)) \*

○ **Submit the form**

**Submission**

I verify that the listed committee meets the rules for Defense Committees, as outlined on the Graduate School [Thesis/Dissertation Defense Checklist website](#). \*

I attest that all information entered on this form is true and complete. \*

Submitted By  Date of Submission

**4. Confirmation and Processing:**

- After submission, you will receive a confirmation email that the form has been successfully submitted.

**Thank you for submitting your Request for Exam Form.**

You will receive an email when the form review is complete. Please contact [degrecert@syr.edu](mailto:degrecert@syr.edu) with any questions.

**Please close this window.**

- The form will be automatically emailed to your advisor for approval.

**5. Advisor and Academic Unit Chair Approval:**

- Once your advisor and academic unit chair approve the form, it will be sent to the Graduate School for final processing.
- Processing will only commence once the approved form is received. This can take up to a week or so depending on when the form is submitted. You will receive an approval email notification when your form has successfully been processed.
- You will be notified via email if your request is denied. The email will include comments on why your Request for Exam was not approved.