

## Guide for arranging Qualifying/Final Exam

The following steps need to be completed when arranging your qualifying or final exam. Failure to complete these steps will result in a delay of processing your paperwork.

1. Contact your supervisory committee chair/members and arrange a date/time to give your exam. If a member is unable to attend your exam, a substitute can be named. You may not substitute the chair or external member of your committee.

2. Once you have settled on a date/time, reserve a conference room for your exam. Contact the following to reserve a conference room:

A. 2260 NPB Condensed Matter Room

Darlene Latimer [darlene@phys.ufl.edu](mailto:darlene@phys.ufl.edu) or 392-9261

B. 2165 NPB IFT Conference Room

Front office staff 392-0521

C. 2205 NPB Department Conference Room

Main office staff 392-0521

3. After reserving your room email Pam Marlin, [marlin@phys.ufl.edu](mailto:marlin@phys.ufl.edu), and provide the date of exam, time, room and title. Please be sure this information is provided at least 10 days before your exam date to ensure it is properly announced. The announcement is sent to faculty, graduate students and post-docs in the department and posted to the physics website.

4. The required paperwork will be placed in your mailbox the day before your exam. You need to return the filled out exam form to Pam Marlin with the committee member's signatures.