

**TEMPORARY - REQUEST FOR PRELIMINARY EXAMINATION
BALLOT DOCTORAL**

This form is to be used on a temporary basis while Softdocs Etrieve software is unavailable.

Submission instructions: Complete this fillable form electronically. Signature must be provided by the student's major professor. Submit the completed form to the Graduate School at grad@ksu.edu, using the subject line, "Doctoral Request for Preliminary Examination Ballot".

The preliminary examination must be completed at least 7 months before the final oral defense of the dissertation. A full-time doctoral student should normally complete the preliminary examination within three years of entry into the doctoral program. The preliminary examination may be scheduled after the program of study is filed and at a time deemed appropriate by the supervisory committee. Students must be enrolled the semester preliminary examinations are taken.

Once the supervisory committee and the student set an examination date, the student should notify the Graduate School one month in advance of the preliminary examination. If all requirements have been met, a ballot is sent to the major professor by the Graduate School.

Oral Examination Date: _____

Written Examination Date: _____

Name:	_____
K-State email:	_____
Student WID:	_____
Program	_____
College:	<input type="checkbox"/> AG <input type="checkbox"/> AI <input type="checkbox"/> AR <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> ED <input type="checkbox"/> EN <input type="checkbox"/> HE <input type="checkbox"/> TC <input type="checkbox"/> VM

Signature of the major professor indicates approval by the supervisory committee to schedule the preliminary examination and requests that a ballot is sent.

If possible, electronic signature is preferred. Alternatively, the completed form may be printed, signed by hand, scanned, and emailed to the Graduate School (grad@ksu.edu).

Major Professor

Major Professor K-State E-Mail

Major Professor (signature)

Co-Major Professor

Co-Major Professor K-State E-Mail

Co-Major Professor (signature)

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