

Texas Woman's University MEETING NOTIFICATION

(This form shall be accompanied by the document to be read.)

TO: Committee Members

FROM: _____
STUDENT

RE: MEETING TO CONSIDER: _____ **DATE:** _____

DATE & TIME: _____

LOCATION: _____

MAJOR PURPOSE: _____

USUAL LENGTHS OF MEETINGS:

| | |
|------------------------------|------------|
| Degree Plan | 30 Minutes |
| Prospectus | 1 Hour |
| Professional Paper/Portfolio | 1 Hour |
| Masters' Thesis Defense | 1 Hour |
| Ph.D. Oral Exam | 2 Hours |
| Ph.D. Dissertation Defense | 2 Hours |

PLEASE LET THE STUDENT KNOW IN ADVANCE IF YOU CANNOT ATTEND. IT IS ASSUMED THE PREFERRED TIME HAS BEEN CONFIRMED WITH EACH MEMBER.