

# *MEMORANDUM*

From: Emily Weiss, Graduate Affairs Committee

Date:

Re: Spring Quarter Qualifying Exam

The qualifying exam covers the student's progress in research and plans for future work. The research advisor is not on the committee. After the qualifying exam, the chairperson is replaced on the committee by the advisor, who serves with the two remaining members for the research proposal exam and thesis defense.

Your advisee, \_\_\_\_\_, will be eligible to take the qualifying exam this spring quarter. To help us schedule accordingly, please provide the information requested below and return it to the Grad Assistant in the Chemistry Office by \_\_\_\_\_. You may ask your student for suggestions, but they are not to fill out this form without your input.

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**All faculty members who would be at least somewhat knowledgeable about your student's research field. Please name at least 5. Put an asterisk next to the names of those who are very knowledgeable.**

**IF YOU NAME A FACULTY MEMBER IN AN OUTSIDE DEPARTMENT, YOUR STUDENT MUST ASK THE FACULTY MEMBER IF THEY WOULD BE WILLING TO SIT ON HIS/HER COMMITTEE AND VERIFY THEIR AGREEMENT VIA EMAIL TO THE GRAD ASSISTANT (BETH OR JON).**

**Brief description (a few phrases or sentences) about the student's research topic:**

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**Advisor Signature:** \_\_\_\_\_