

MEMORANDUM

From: Graduate Affairs Committee

Re: Spring Quarter Qualifying Exam

The qualifying exam covers the student's progress in research and plans for future work. The research advisor will sit on the committee along with two other faculty members. One of the committee members that is not your advisor will be the chair of the committee for the qualifying exam. This committee will remain 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 February 1, 2024. You may ask your student for suggestions, but they are not to fill out this form without your input.

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 (JON OR MALENIS).

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

Advisor Signature: _____