

UNIFORM PROCEDURES FOR THE ASSIGNMENT OF PRELIMINARY AND FINAL ORAL EXAMINATION COMMITTEES

Preliminary oral examination for the Ph.D.

At the time that the Degree Program Form is submitted the student should submit the Preliminary Oral Examination Prospective Committee Form with five names in group 1, and one name in group 2. At least two members of the TMC should be included--in group 1. The DGS will typically assign three persons from group 1 and one person from group 2 to the committee but may also choose other faculty at his/her discretion. **It is the student's responsibility to obtain the required two signatures before submitting the form.** (For those students in the materials and physical chemistry specialty areas please list and indicate the members of your preliminary written examination in group 1.)

Final oral examination for the Ph.D.

At the time the Thesis Title Form and Thesis Statement are submitted, the student should submit the Ph.D. Oral Examination Prospective Committee Form with three names in group 1 and one name in group 2. **It is the student's responsibility to contact all four persons regarding their willingness to serve as a committee member or reviewer. All signatures should be obtained before the form is submitted.**

Final oral examination for the M.S.

At the time that the Degree Program Form is submitted the student should submit the M.S. Oral Examination Prospective Committee Form with the names of two Chemistry faculty and one non-departmental member. **It is the student's responsibility to contact all three members regarding their willingness to serve. All signatures should be obtained before the form is submitted.**

Please return all paperwork to 115 Smith Hall.

M.S. ORAL EXAMINATION PROSPECTIVE COMMITTEE REQUEST FORM
(CHEMISTRY)

Name of student: _____

Advisor: _____

Date of submission of this form: _____

Plan A or Plan B Masters? _____

Note: For M.S. examinations, the chair may be, but need not be, the advisor. This form must be signed by all three committee members to indicate their willingness to serve as indicated. The signature of the advisor denotes his or her approval of the constitution of the committee and the chair assignment.

PROSPECTIVE COMMITTEE (print or type)

Chemistry members _____

Non-departmental member _____ (name)
_____ (dept.)

Chair (one of above) _____

SIGNATURE OF THREE MEMBERS _____

Submitted by: _____
(signature of student)

Return to 115 Smith Hall at least three months in advance of projected date of M. S. Final Examination.