

## 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.**

PRELIMINARY ORAL EXAMINATION PROSPECTIVE COMMITTEE REQUEST FORM (CHEMISTRY)

Name of student: \_\_\_\_\_ ID# \_\_\_\_\_ email \_\_\_\_\_

Advisor: \_\_\_\_\_

Date of submission of this form: \_\_\_\_\_

PROSPECTIVE COMMITTEE SUGGESTIONS:

**YOU MUST ASK EACH INDIVIDUAL FACULTY MEMBER IF THEY WILL SERVE ON YOUR COMMITTEE BEFORE SUBMITTING THEIR NAMES.**

Group 1 - Chemistry faculty in student's specialty area

(For those students in the materials and physical chemistry specialty areas please list and indicate the members of your preliminary written examination.)

_____	_____
_____	_____
_____	_____

Group 2 - Non-departmental member

(name) \_\_\_\_\_ (dept.) \_\_\_\_\_

Name of suggested committee chair here \_\_\_\_\_

REQUIRED SIGNATURES:

I am willing to serve: \_\_\_\_\_  
(non-departmental member)

I approve the above prospective committee: \_\_\_\_\_  
(advisor)

Submitted by: \_\_\_\_\_  
(signature of student)

Notes:

- Return this sheet to 115 Smith Hall for co-submission with the Degree Program Form.
- It is mandatory that you **preschedule the time and date of the preliminary oral examination at least two weeks in advance** with the Graduate School. This is the only way to initiate their preparation of the necessary examination forms.