

Dear Student,

Please read the following e-mail carefully. Feel free to contact me if you have any questions.

The following committee has been approved for your qualifying exam:

Faculty Name (Chair)

Faculty Name

Faculty Name

Faculty Name

Faculty Name (Outside Member)

Please follow up with your committee on the following action items:

1. Confirm that all members are willing to serve on your committee.
2. Once all members have confirmed their willingness to serve, prepare the Form 2 and drop it off to me in order to obtain the Grad Advisor approval. The Form 2 can be downloaded here: <http://graduate.ucr.edu/forms/Form%202.pdf>. **The Form 2 should ideally be turned in for Grad Advisor approval three weeks before your advancement exam.**
3. Schedule a date and time for your exam that works for all committee members. Doodle (www.doodle.com) is a very helpful online scheduling tool that may make this process easier for you.
4. Once you have a date and time for the exam, please let me know and I will schedule a room for the exam. After a room has been scheduled, contact all committee members once again to confirm the date/time/location.
5. Once Graduate Division approves of the Form 2, an e-mail will be sent to you. The Form 3 can then be prepared for your exam. The Form 3 should be dropped off to me prior to your exam. The Form 3 can be downloaded here: <http://graduate.ucr.edu/forms/Form%203.pdf>.

It is recommended that you follow the NSF proposal format guide. You can find the online version of the proposal guide at: <http://www.nsf.gov/pubs/2004/nsf042/2.htm>. Please limit your proposal to 15 pages maximum (does not include abstract, references and table of contents). It is also recommended that you have your proposal sent to your committee **at least three weeks prior to the date of the exam.**

Thank you,
Will