

Dear Student,

Please carefully read this email and let me know 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 complete all of these **required steps in your Advancement to Candidacy process**:

1. Confirm that all members are willing to serve on your committee.
2. Once all members have confirmed their willingness to serve, prepare Form 2 here <http://graduate.ucr.edu/forms/Form%202.pdf> and drop it off to me in order to obtain the Grad Advisor approval. **Form 2 should be turned in to me for Grad Advisor approval at least one month 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 helpful online scheduling tool that may make this process easier for you.
4. Once you have a date and time for the exam, please work with the CEE front desk at A220 Bourns to schedule a room and time for your exam. Let me know if you need any help with this. 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. You then need to prepare Form 3 found here <http://graduate.ucr.edu/forms/Form%203.pdf> and drop it off to me a **minimum of two weeks** prior to your exam.
6. You're required to **follow the Advancement to Candidacy Proposal Template guidelines explained here: http://www.cee.ucr.edu/graduate/ATC_Proposal_TemplateRevised.pdf** You must **send your proposal to your entire committee a minimum of two weeks in advance of your exam.**

If you fail to adhere to these proposal template guidelines and deadline explained above, you may fail your exam.

Let me know if you have any questions or need any help.

Thank you,

Kim