

## **Scheduling Your Oral Qualifying Exam:**

The student nominates three members (committee chair, a committee member, and the outside member). Once you have confirmed who your members are going to be and established a day and time for your exam, you will need to send Adrienne an e-mail with the names of your committee members at least one month prior to your oral qualifying exam. You will also need to attach a copy of your abstract and list the title in your message.

The e-mail that you send me should look like what is pasted below.

**Hi Adrienne,**

**I would like to schedule my qualifying exam on Monday, April 10, 2018 from 8:00 a.m. – 11:00 a.m.**

**The three faculty members that I nominate are as follows:**

- 1. Committee Chair (Your Faculty Advisor)**
- 2. Professor 1 (CEE Faculty)**
- 3. Professor 2 (Out of Department Faculty)**

**Presentation Title: The Title of Your Presentation**

**Do not forget to attach your abstract.**