

Scheduling Your Oral Qualifying Exam:

The student and their faculty adviser 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 the graduate student affairs officer 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.

Once the department graduate committee has selected your additional two members and approved your committee, you will be notified via R'Grad. It is then your responsibility to review and confirm your committee members and forward your online Form 2 to the graduate student affairs officer.

The e-mail that you send should be similar to the message 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.