Interoffice Memorandum

Date: November 6, 2007
To: Department Graduate Students
From: Dr. J. Heminger
Subject: Department Graduate Exams

The Master’s Comprehensive/Ph.D. Qualifying Examinations will be offered on Saturday, January 20, 2007 and Saturday, January 27, 2007. Students who will have finished all core courses by then and who have been advanced to candidacy are eligible to take these examinations. A student is allowed only two chances to pass them, so it is important that one is well prepared.

Any student who desires to take the examinations in January should fill in the form below. After consultation with your graduate advisor, list the courses over which you are to be examined, the term when each course was taken and the instructor in each course, and return it to Dr. Heminger. Notification must be received on or before Friday December 1, 2006. The test schedule and room location will be published at a later time.

The examinations will be offered again during the summer of 2007, at the beginning of the semester.

Any student who has completed one-half of the credits required for the degree and is in good standing in the Graduate School should file for Advancement to Candidacy. The form for Advancement to Candidacy can be obtained from the department office, or from the Graduate School. After filling out the top part of that form, give it to your advisor and he/she will fill out the middle part and forward it to the Graduate School.

I intend to take the Master’s Comprehensive/Ph.D. Qualifying Examinations in January 2007. The five (master’s)/three (Ph.D.) courses I have selected are listed below.

Name: ________________________________
Mailing Address: ________________________
Telephone Number: ______________ E-mail: __________________
Major: ________________ Advisor: ________________

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Return to Dr. Heminger by **Friday December 1, 2006**.