

ENVIRONMENTAL TOXICOLOGY
Procedures for Qualifying Examination Nomination:

- ❖ Environmental Toxicology students who plan to take their qualifying Exam must begin planning as early as a quarter before they plan to take the examination. Students are required to first obtain approval from the program by submitting the Environmental Toxicology Qualifying Examination Nomination Form no later than the first day of the quarter. However, students may submit their nominations earlier if they wish.

The nomination procedure allows students to nominate the first three members of the committee (Major Professor, Outside Member, Chair).

Before submitting these names the student should confirm with each member their willingness and availability to serve.

- ❖ One CSAC meeting will be set during the first week of each quarter in which the CSAC members will review the Qualifying Exam Committee Member Nominations, approve or disapprove of them, and make recommendations for the three alternate members of the committee. If CSAC disapproves of any of the faculty suggested by the student, the committee will provide alternate names.
- ❖ The BSGSAC Office will e-mail the student CSAC's recommendations.
- ❖ Of the three alternate recommendations made by CSAC the student may choose two. It is the student's responsibility to confirm the faculty's willingness to serve. It is also the student's responsibility to set the date, time, and location of the examination.
- ❖ Once the committee is confirmed, the student completes a Form 3 nominating the Qualifying Exam Committee members and giving the date of the examination. This form is to be signed by the Graduate Advisor/Program Chair and sent to Graduate Division for final approval. Examinations cannot take place until the Graduate Division issues the final approval.

**ENVIRONMENTAL TOXICOLOGY GRADUATE PROGRAM
QUALIFYING COMMITTEE ASSIGNMENT**

STUDENT: _____

QUALIFYING COMMITTEE The Student nominates 3 faculty to serve on the Qualifying Examination Committee. The nomination must consist of the Major Professor, a faculty member from outside the Environmental Toxicology Graduate Program Faculty, and the Chair, who must be someone other than the major professor or the outside member. The Student is responsible for determining the nominees' willingness to serve before submitting the names.

CSAC will meet once at the beginning of each quarter to approve (or disapprove) the Qualifying Exam Committee Nominations from the Student (usually during the first week of the quarter). Therefore, students planning to take their examination must plan in advance to insure that their committee will be approved for the quarter that they plan to take their exam.

1) _____ (Chair)

Field of Specialization: _____

2) _____ (Outside Member)

Field of Specialization: _____

3) _____ (Major Professor)

Field of Specialization: _____

TO BE COMPLETED BY CSAC ONLY

CSAC will nominate three alternate committee members; of these three members, the student will choose two to serve on their Committee. It is the Student's responsibility to confirm each member's willingness to serve. Once the Committee is established, the student must coordinate a date, time, and location for the examination and e-mail this information to the Student Affairs Officer so that this can be forwarded to Graduate Division for final approval.

4) _____ (Alternate Member)

Field of Specialization: _____

5) _____ (Alternate Member)

Field of Specialization: _____

6) _____ (Alternate Member)

Field of Specialization: _____
