

## Coursework Graduate Program Option Committee Meeting Form

Each full-time graduate student must meet formally with his/her final examination graduate committee once prior to the final exit requirements, which includes a written and oral examination. The time for the meeting will depend on the nature of the student progress in the program; however, the following would be appropriate timeframes:

The Coursework Graduate Committee meeting should occur during an academic term (excluding summer) typically before finals week in the semester before the exit requirements will be completed or within the first six weeks of the same semester when the exit requirements will be completed. Once again the exit requirements include a written and oral examination generated by the Graduate Committee for the student.

The purpose of the meeting is for the student to present their completed and current curriculum that has been taken in the ECU Chemistry MS program to the Committee. This will ensure the Committee is aware of the specific courses and discuss the specific courses with the student as well as the format for the written and oral examination that will be given for the exit requirements of the MS Chemistry program (Coursework Option).

### Instructions for Graduate Students:

1. Each graduate student needs to contact the members of their Graduate Committee and begin arranging a date / time for the Committee meeting either before finals week in the semester before the exit requirements will be completed or within the first three weeks of the same semester when the exit requirements will be completed. The graduate student should have copies of their DegreeWorks report with all completed (and/or in-progress) courses for the ECU MS Chemistry program. All members of the committee must sign the attached form "Chemistry Graduate Committee Meeting – Coursework Exit Examinations Review" during / after the meeting. Written and oral examinations cannot be scheduled until the Committee Chair and Graduate Program Coordinator receive this form.
2. Coordinate with the Chemistry Administrative Assistant to arrange a room for the meeting.
3. The actual written exit exam must occur at least two to three weeks before final exams begin for the semester when exit requirements must be completed. The specific day, time, and location for the written exam must be arranged with the Committee Chair.
4. If the written exit exam is passed, the graduate student needs to contact the members of their Graduate Committee and begin arranging a date / time for the oral exam. If the written exam was not passed, then arrangements for a second attempt will be necessary. The specific day, time, and location for the other attempt must be arranged with the Committee Chair.
5. The actual oral exam should occur before final exams begin for the semester when exit requirements must be completed. However, the oral exams may be taken during finals week if the Graduate Committee is in agreement. If the oral exam was not passed, then arrangements for a second attempt will be necessary. The specific day and time for the other attempt must be arranged with the Graduate Committee.
6. Coordinate with the Chemistry Administrative Assistant to arrange a room for the oral examination.
7. Once the written and oral exams are completed, the scores for each examination will be placed in the form "Graduate Committee Evaluation of Final Exam – Coursework Option" to determine if exit requirements were achieved by the student

# Chemistry Graduate Committee Meeting

## Coursework Exit Examinations Review

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

EKU ID: \_\_\_\_\_

The Coursework Exit Examinations Review Committee meeting should be scheduled either before finals week in the semester before the exit requirements will be completed or within the first six weeks of the same semester when the exit requirements will be completed.

\_\_\_\_\_ Your Oral Comprehensive Examination for the master's degree has been set for:

\_\_\_\_\_ A.M./P.M. \_\_\_\_\_  
(day of week) (date) (location)

\_\_\_\_\_ Your Written Comprehensive Examination for the master's degree has been set for:

\_\_\_\_\_ A.M./P.M. \_\_\_\_\_  
(day of week) (date) (location)

A signature from each member of the Committee is required on the form when the Committee meeting is completed. A copy needs to be turned in before the actual written / oral examinations can be scheduled.

Committee Chair	_____	_____	_____
	Print	Signature	Date
Committee Member	_____	_____	_____
	Print	Signature	Date
Committee Member	_____	_____	_____
	Print	Signature	Date
Committee Member	_____	_____	_____
	Print	Signature	Date