

Student qualifying exam procedure

BEFORE you qual:

- Have a *committee meeting. This meeting must be documented with an [Annual Research Review](#) form, which is then submitted by your mentor to the dean's office following the specific instructions noted at the bottom of the form.
- Check [the Academic Calendar](#) for blackout dates.
- Notify the coordinator as soon as you have confirmed a qual date and time with your entire committee so that we can book a conference room for you. If no room is available, you will have to coordinate a new date and time with your committee members.

*Committee must include your advisor, two [primary Dept of Biomedical Genetics faculty](#) members, one member of the [Genetics program faculty](#) and one outside person.

When you are ready to qual:

Student must provide the following to the coordinator **at least 15 business days (20 business days in summer – check [the Academic Calendar](#) for summer semester dates)** before the qual date

- Hard copy of completed and signed [approval of MS theses title](#).
- Hard and/or electronic copy of abstract and title pages. See coordinator for examples if needed. Instructions on how to prepare a title & abstract page can be found at <http://www.rochester.edu/theses/ThesesManual.pdf> or ask your advisor.
- Email completed (fill in student name, UID, date, time location, committee member names and proposal title) [Appointment for the PhD Qual](#) form to graduate coordinator.
- Coordinator will email you a partially completed [Program of Study](#) form. Student must finish completing the form (add title, print form, advisor signature) and give the hard copy to the coordinator.

The student must also

- Provide committee members with the abstract, title and completed bound research presentation two weeks prior to the examination date.
- Complete the student portion of an [Annual Research Review](#) and email it to your committee at least a few days prior to your qual. Please follow up with your mentor to be sure that they complete and email the form per the directions.
- Document progress annually using [Annual Research Review](#) which is then submitted by your mentor to the dean's office following the specific instructions noted at the bottom of the form.

**additional days required if qual falls during summer semester. Check with coordinator for deadlines if your qual will be held in the summer.