

**First Committee Meeting Memo**

**Student Name:** \_\_\_\_\_ **Panther ID:** \_\_\_\_\_

**Date of 1<sup>st</sup> Meeting:** \_\_\_\_\_ **Degree Earning:**  M.S  PhD

**Committee Members are as follows:**

*Please print names in this column*

*Please put signatures below*

_____	<i>Major Professor</i>	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

**Form M-1/D-1 was completed and presented to the committee for signatures at meeting.**

Quantitative skills requirement will be fulfilled by courses: \_\_\_\_\_

The qualifying exam is scheduled for: \_\_\_\_\_

**The Qualifying Exam guidelines (attached) were reviewed with committee at meeting.**

Topics to be examined by individual examiners are

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The proposal seminar is scheduled for: \_\_\_\_\_

Specific classes or any other conditions required by the committee are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the committee is accepting transfer courses, please attach a list, including course names and numbers, where they were taken, grades, and number of credits; provide a total for the number of credits (up to 36 cr. from a completed degree program) being transferred. See the rules on Graduate Transfer Credit in the Biology Graduate Policies and Procedures Manual describing what type and how many credits can be transferred. If FIU Biology required courses are being met by transfer courses, indicate which course has met which requirement and is approved by the committee.

## **QUALIFYING EXAMINATION - MS CANDIDATES**

Master's candidates must take and pass a qualifying examination in order to demonstrate adequate progress toward degree. Full-time students should complete the examination by the end of their first year in the program (first three terms, including summer term); part-time students must complete the examination before 18 credits have been completed. The exam shall cover at least three subject areas specified by the student's supervisory committee. The student must be informed of the subject areas at least one month prior to the date of the examination. The form and content of the qualifying examination are determined by the student's supervisory committee. Students should meet with all committee members twice before the exam. During the first meeting, the topics and readings should be assigned. Questions regarding the assigned materials can be covered during the second meeting.

A unanimous decision by the thesis committee in all subject areas examined is required to successfully pass the qualifying examination. Failure in any examination area constitutes a failure of the qualifying exam. Passing the qualifying examination may not be conditional; i.e., the student either passes or fails the exam and cannot be passed contingent on the satisfactory completion of courses or submission of research papers. On successful completion of the qualifying examination, a written summary signed by the major professor should be placed into the student's graduate file (available on the website).

Students who fail their first qualifying examination can petition the Biological Sciences Graduate Committee for a second examination. If the petition is granted, the second examination must be taken no earlier than one month and no later than four months after the first examination. The second examination may be either oral or written; this is at the discretion of the student's thesis committee. Students who fail the second examination are dismissed from the program.

## **CANDIDACY EXAMINATION – PhD CANDIDATES**

A candidacy examination is required of all students working toward the Ph.D. This examination should be completed after a minimum of 18 credits in residence and no later than the sixth term of study (including the summer term). Written and oral sections of the examination will be conducted and evaluated by the dissertation committee and will test the student's competence and mastery of his or her field of specialization. A unanimous decision by all committee members is required to successfully pass the candidacy exam. Failure to pass one or more subject areas of the candidacy examination constitutes a failure. Passing of the candidacy examination may not be conditional. The student either passes or fails on the performance on the exam and cannot be passed contingent on satisfactory completion of courses or submission of research papers.

A failure on the first attempt will result in one of the following:

- dismissal from the program
- reexamination
- an application for transfer to the M.S. program is made to the Graduate Committee by the student with the approval of the dissertation committee.

A request for re-examination must be made to the Graduate Committee by the student and the dissertation committee. If approved by the Graduate Committee, re-examination may be scheduled after a minimum of one and a maximum of two terms have passed. Only one re-examination will be allowed. Failure of the re-examination results in dismissal from the Graduate Program.