Appendix A

PRELIMINARY EXAM COMMITTEE AND COURSE OF STUDY - Page 1

- A Request for Approval -

The attached **Course of Study for _____,**
which includes the information listed below*, has been approved by the proposed members of the Preliminary Exam Committee. Please approve the Course of Study and membership of the Committee.

Student UMID _____ Email _____

Address: _____

Program Name: _____ Program Number _____

Committee Members' Name & Signatures	**Title**	**Department**	**UM ID (required)**
Chair/Co-chair:			
Print			
Co-chair or Member:			
Print			
Member:			
Print			
Member:			
Print			
Cognate:			
Print			

The Course of Study should include the following information:

1. A one-page, single-sided statement that explains the intent and goal of the doctoral program including the areas of theory, methodology, and application that the student expects to combine in the preliminary examination and dissertation research.
2. A list of relevant undergraduate courses, including credit hours and grades, organized by content (e.g., biological sciences, physical sciences, social sciences, analytic sciences, etc.).
3. A list of relevant graduate-level courses (including credit hours and grades) taken or to be taken. These courses should be listed in emphasis areas of theory, methods and analytics, and applications to show how they contribute to the student's background. Courses taken as part of the Ph.D. program should be clearly denoted, and one course from each emphasis area must be taken at UM as part of the Ph.D. program.
4. An abstract of an undergraduate research project or master's thesis (if a thesis was written).
5. Curriculum vitae.
6. Timeline.

PLEASE RETURN THIS FORM TO THE OFFICE OF ACADEMIC PROGRAMS, ROOM 1520 DANA

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Composition of the Preliminary Examination Committee must meet all of Rackham's requirements for dissertation committees (see Rackham Student Handbook, http://www.rackham.umich.edu/StudentInfo/Publications/GSH/contents.html).

In addition, the Preliminary Examination Committee must have the following minimum composition:

1. At least four members, two of whom must be from SNRE

2. A chair or two co-chairs. The chair or one co-chair must be an SNRE faculty member who is a regular member of the Rackham Graduate Faculty.

6. A minimum of two SNRE members of the Rackham Graduate Faculty (may include adjuncts who must be petitioned to Rackham for approval to serve).

7. A minimum of three regular members of the Rackham Graduate Faculty.

5. A cognate member who
   - Is familiar with the standards for doctoral research;
   - Holds at least a .50 appointment in a Rackham doctoral program in a related field (not the home program);
   - Does not hold any fraction of an appointment in SNRE; and
   - Does not serve as a member of the interdepartmental degree program's steering committee (if the student is enrolled in an interdepartmental degree).

   * Faculty who hold only "dry" or "courtesy" appointments (as opposed to funded appointments) in the candidate's field may be considered for cognate membership on the dissertation committee.

Previous faculty advisor (if different from the Chair).

Signature states that the previous faculty advisor is aware of the Preliminary Examination committee membership and is no longer responsible for advising the student.

Signature: _____ Date: _____

Printed Name: _____

Preliminary Examination Committee Revision

If for any reason the student and/or Preliminary Examination Committee Chair believes that a revision of the Preliminary Examination Committee is in the best interests of the student, a recommendation nominating the new members should be

submitted to the Academic Affairs Committee. The recommendation for revision should include a brief explanation of the reasons for the change.