

CHEM 5944 Graduate Seminar – Date Confirmation Form

Student's Name	
Date of Seminar	

Dear Colleague:

The Chemistry Department requires each student to present a full, formal seminar in the late stage of either a Thesis MS or a PhD. Graduate Seminars in the Chemistry Department are scheduled at 3:30 PM on Mondays and Wednesdays throughout each academic term. Each faculty member on the student's committee must allow 90 minutes for the seminar and the ensuing meeting. The bearer of this form has already selected a date for his or her seminar. The pre-condition for selecting that date was verbal or email confirmation from at least four members of his or her advisory committee. A maximum of one faculty substitute is allowed. Please see the CHEM 5944 syllabus for detailed requirements.

This form affirms your good-faith commitment to attend the seminar. It is understood that an emergency might preclude your attendance at the last minute. Doctoral seminars with fewer than four *advisory committee members* present (or fewer than three committee members for Thesis MS seminars) will be invalidated and must be repeated by the student.

Committee Member (Print)	Signature	Today's Date

This form should be completed within one week of selecting a seminar date and returned to Prof. Deck's office. Otherwise your seminar date will be cancelled and the date will be made available to the other CHEM 5944 students. A copy of the email that a faculty member sent confirming his or her commitment to attend may be attached in place of a signature. In that case please write "email attached" in the Signature area.