**Department of Chemistry**

**Candidacy Exam Assessment Form – Written Research Progress Report Component**

ADVISOR & CHAIR SHOULD EACH RETURN FORM TO STUDENT, OTHER COMMITTEE MEMBERS &

LORNA WILLIAMS AT LEAST 3 DAYS BEFORE ORAL EXAM.

**Student** **Date of Exam**

**Committee Member Completing this Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent**  (could be used directly in proposal or manuscript) | **Good**  (clear, some editing required) | **Fair**  (understandable overall, but some parts unclear) | **Deficiencies**  (logic and organization poor, revisions required) | **Fail**  (not understandable, needs remedial writing help) |
| Clear statement of problem or specific aims |  |  |  |  |  |
| Logical flow of ideas |  |  |  |  |  |
| Professional format, with title page, abstract, well-labeled figures, and ACS-style references |  |  |  |  |  |
| Proper grammar and English usage. Clear and concise; avoids jargon and long sentences |  |  |  |  |  |
| Formatting Requirements |  |  |  |  |  |
| **Overall Writing Quality** |  |  |  |  |  |

**Outcome of Written Progress Report**

**The completed form should be circulated to the other members of the advisory committee (see cover of student’s report) prior to sending the official copy to Lorna to send to the student.**

**Proceed** **to Exam** – Student may proceed to poster session and oral preliminary exam. The report is worth 6 units as evidence of substantive research accomplishment toward the M.S. in Chemistry.

**Revisions Requested** – Deficiencies in 1-2 criteria but no failures. Revisions to the document are required prior to. At the discretion of the committee chair, revisions may be required prior to or following the oral preliminary exam. The maximum time allowed for revisions is 2-3 weeks. Pending revisions and the advisor’s and a GPC Co-Chair’s approval, the revised report may be worth up to 6 units as evidence of substantive research accomplishment toward the M.S. in Chemistry.

**Fail**– Deficiencies or failures in 3-5 areas. When either the Advisor or Advisory Committee Chair rates the written report as Fail, the oral exam may be delayed up to 3 weeks for revisions, or no later than one week before the end of the semester, as determined by the Advisor, Chair and GPC Co-Chairs. The student will be on probation in the department with the opportunity to revise and resubmit **at least one week before the oral exam date.** The deadline for the oral exam, set in agreement with the Advisory Committee Chair, the Advisor, and GPC Co-Chairs is .

Note that if there are suspected academic integrity issues, the person identifying the concern must gather the evidence and discuss the matter with the department head or GPC Co-Chairs according to the departmental academic integrity procedures and penalties, when warranted, will be determined separately from the outcome of the written progress report. The concern should be kept confidential and not be raised with the Advisory Committee at the exam.

**IMPORTANT:** **Please provide sufficient details about the expectations so that the criteria for proceeding to the oral preliminary exam are clear (attach explanation, as needed).** It is critical to consult with the GPC Co-Chairs regarding the appropriate level of detail for a student who is or will be on probation.