

TO: All Faculty and Student Members of the GGNB

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Master Advisor, GGNB
Chair, GGNB**

RE: Expectations of the Academic Guidance Committee

In order to better clarify the role of the academic guidance committee, I have outlined key responsibilities in the attachment. Please note that the role of the committee in suggesting members of the student's qualifying exam is outlined in the Nutritional Biology Graduate Group "Survival Guide for Graduate Students." Please adhere to these requirements and make sure that it is the committee, in consultation with the student that suggests members for the qualifying exam committee. Students are still welcome to meet with potential exam committee members for possible exam dates prior to submission of the recommendations to Graduate Studies.

ATTACHMENT:

Expectations of the Academic Guidance Committee

1. To meet with the student as soon as possible to assist in planning a program of study that will meet the general requirements of the Graduate Group, prepare for the Preliminary Examination, and to help the student identify areas of interest (including minor area(s) of emphasis) or areas in which further preparation is needed.
2. To meet with the student regularly (minimum of once a year) to discuss progress and advise on the program of study.
3. To evaluate the student's progress to determine whether the student is ready to take the qualifying examination.
4. To notify the student's academic advisor in writing when the committee has determined that the student is ready for the qualifying examination. Please advise the academic advisor as to the minor area(s) and suggest possible members for the qualifying examination committee.
5. Regarding Qualifying Examination:
 - **Be reminded that one member of this advising committee should be a member of the qualifying examination committee.**
 - One member should also be from outside of the student's primary department.

The Academic Guidance Committee retains its responsibilities until the qualifying examination is passed and the student is advanced to candidacy. The student has the right to request that the graduate advisor attend any of the advising meetings.