

Request to Take Qualifying Examination

To be eligible to take the qualifying exam, the following conditions must apply:

- Your cumulative GPA in graduate coursework taken at NIU is at least **3.20** at the beginning of semester 4 if you request to take the exam in January, or at the end of semester 4 if you request to take the exam in May.
- You are in “Good Standing” with the Graduate School at the time you take the qualifying exam.
- Your third-semester research update was approved by the Graduate Program Committee.
- Your Graduate Audit (MyNIU) has you listed in the Doctoral Program.

If your audit has you listed in the M.S. Program and you wish, instead, to pursue a Ph.D. degree, then you must complete and submit the [Change of Major Request](#) form on the Graduate School web site. Final approval will require a decision by the departmental Graduate Admissions and Recruitment Committee.

If the above conditions are met, then complete the following form online, print it, and obtain the necessary signatures.

1. Name of student requesting to take the Qualifying Exam: _____
2. Date of Request: _____
3. Declare the month you will take the Exam: _____
(January, May, or September)
4. Declare the **primary area** on which the exam will be based: _____
(Analytical, Biochemistry, Inorganic, Interdisciplinary, Nanotechnology, Organic or Physical)
5. If you selected **Interdisciplinary** or **Nanotechnology** in item 3, then list the courses that the exam will be based on. (Refer to the [General Policies section of the departmental Graduate Student Handbook](#) for course selection rules).

		<i>Course Instructor</i>	
Cannot include CHEM 600	{	Course 1: _____	_____
		Course 2: _____	_____
		Course 3: _____	_____
		Course 4: _____	_____

6. Approval signature(s).
(Required for all Qualifying Exam requests).

Signature of Advisor

Date

Signatures of Co-advisors

Date