

COMPREHENSIVE EXAM CHECKLIST

Step One:

1. Complete all coursework
2. Selection of Committee Members
3. Choose a Chair for your Committee (may not be your advisor)
4. Draft Abstract
5. Draft Abstract Sent to Committee

Step Two:

1. Abstract is approved by committee
2. Select a date for the comprehensive exam
3. Submit the Comprehensive Exam Date approval form for signature.
4. Two weeks before the exam all documents sent out to the committee

Day of Comprehensive Exam

1. Bring multiple copies of Comprehensive and Dissertation evaluation form: ONE FOR EACH committee member to complete
2. Bring one Comprehensive Exam Report for signatures by the committee
3. Submit all completed documents to the Director of the Graduate Program