

CHECKLISTS

Comprehensive Exam

- Select a supervisor for your committee (someone who knows your area(s) of interest).
- Select 3-4 additional committee members with help from your committee supervisor.
- Develop a reading list comprising 3-4 areas in consultation with your committee (please see the document Comprehensive Examination & Ph.D. Qualifying Procedure for detailed instructions)
- Prepare for your exam *in consultation with your committee*.
- Decide on a date and time for your exam but **do not** reserve a room for your exam. Be sure that you have allotted two hours for the exam and that everyone on your committee can attend. Exams should not be scheduled to begin later than 3 pm.
- Download the Comprehensive Committee Exam Form.
 - **Obtain your supervisor's signature and attach your reading lists**
 - Return the form AT LEAST TWO WEEKS BEFORE THE PROPOSED DATE to the Graduate Coordinator
 - The Graduate Adviser will review the form and reading list for approval. If the list is approved, the Graduate Coordinator will reserve a room for the date and time listed on the form.
- Send an email to your committee members confirming the date and time of the exam.
- Make certain all members of your committee have a copy of the reading list.
- Before the exam, download the Comprehensive Examination Results Form and **take it to your examination**. Your supervisor must complete this form immediately following the exam and return it to the C L office.

Prospectus Presentation

- Within one long semester of completing the CE, prepare a Dissertation Prospectus of between 10-20 pages in length.
- Determine, along with your committee, when to schedule your presentation.
- Circulate the Prospectus to your dissertation committee at least one week (or as determined by your committee) before the scheduled presentation.
- Complete the Dissertation Prospectus Presentation Form **before your presentation**.
- After the presentation, your supervisor must sign the Dissertation Prospectus Presentation Form. **Attach a copy of your completed prospectus** to the form and deliver both to the C L office. *You will not be allowed to apply for candidacy until this form is received.*

Applying to Candidacy

- Candidacy approval may take up to two weeks. Therefore, begin this process early enough that you will be approved and able to complete registration for dissertation hours before the 12th class day (4th class day in the summer).
- You must be enrolled for the semester in which you plan to take dissertation hours. Most students sign up for conference course hours and then replace them with dissertation hours after the application for candidacy has been approved.
- [Apply for candidacy online](#) as required by the Office of Graduate Studies. You will need a brief (60 lines or fewer) dissertation abstract and a list of your committee members.
- Once your candidacy has been approved (you will be notified electronically), immediately register for/convert your hours to C L _99R. **This must be completed before the 12th class day.**