

## Comprehensive Examination Checklist

- \_\_\_\_\_ Comprehensive Examination/Dissertation Committee form (Appendix D in PhD student manual) has been submitted to, and approved by the Associate Dean of Graduate Studies (ADG).
- \_\_\_\_\_ Committee Chairperson has notified the ADG of the intent for the student to take the examination. (Suggested date: 3 months prior to anticipated comprehensive exam oral defense date)
- \_\_\_\_\_ ADG has assigned an SHRS faculty member to serve as Dean's Representative.
- \_\_\_\_\_ Examination committee has formulated the exam questions consistent with the recommended format/instructions in the PhD student manual. (Suggested date: 2 months prior to anticipated comprehensive exam oral defense date)
- \_\_\_\_\_ Committee Chair has submitted the exam questions to the Dean's Representative for review/comment
- \_\_\_\_\_ Dean's Representative has approved exam questions and submitted them to the ADG for final review/approval
- \_\_\_\_\_ Once questions have been approved, Committee Chair worked with Committee members, Dean's Representative, and student to schedule a time for the oral exam and worked backward to schedule written examination and deployment of questions. (Deployment of questions occurs exactly 4 weeks from the date of the oral examination) **PLEASE NOTE: ONLY THE ADG CAN DEPLOY THE QUESTIONS TO THE STUDENT**
- \_\_\_\_\_ Once a date for the oral exam has been determined, the ADG will deploy the questions to the student exactly 4 weeks from the date of the oral examination. The student will return the responses directly to the ADG and the ADG will then distribute the questions to the Committee Chair who will, in turn, distribute the questions to the rest of the exam committee for review.
- \_\_\_\_\_ Committee has reviewed written examination answers and conferred that oral exam proceeds as scheduled. (Oral exam may be cancelled by committee per guidelines in PhD manual)
- \_\_\_\_\_ Examination was graded at time of oral exam
- \_\_\_\_\_ ADG was notified of exam outcome by the Committee Chair within 48 hour of oral exam
- \_\_\_\_\_ Comprehensive Examination Approval Form has been submitted to student services (should occur within 1 week following completion of the oral examination).