



# COMPREHENSIVE EXAM POLICIES & TIMELINES

**Policies:** Prior to taking the exams, the student must have completed all coursework requirements; passed all language exams, including the research area language exam; established a 3-person exam committee representing 3 exam fields; and prepared an abstract outlining a preliminary idea for a dissertation project.

**Preparation:** 3-8 months before taking the comprehensive exams (i.e. at the beginning of the Comps Prep course) the student will collect preliminary reading lists from each committee member. The student will then review this list with the examiners to establish a final list tailored to their interests and goals. This list will serve as the basis of the 3-part comprehensive exam.

**Written Exam:** The take-home written exams begin on the date indicated below, which is scheduled in consultation with the exam committee. The student has one month to prepare the 3 papers in response to each prompt submitted by the committee. The Graduate Coordinator, Lisa Parisi, will collect the 3 questions and send to the student. One month later the student will submit the 3 response papers to the committee and Graduate Coordinator.

**Oral Exam:** An oral examination is held in which the student defends before their committee the research, analyses, and arguments presented in the response papers. The oral exam also includes a discussion of the student's future professional development. The student is expected to coordinate and schedule the oral exam with the 3-person comps committee and all members must be present. The oral examination typically is held 2-3 weeks after the submission of the completed written exams.

**After the Exam & The Dissertation Prospectus Defense:** The dissertation prospectus defense follows successful completion of the comprehensive examinations. **This milestone must take place no later than 90 days after the Comprehensive Exam was passed.** Depending on when the Oral Exam falls in the semester, the Graduate Advisor may grant permission for the Prospectus to take place at the beginning of the next subsequent semester. The prospectus must be successfully defended before being eligible to advance to doctoral candidacy in the Graduate School.

I (the student) understand and accept the process and timeline toward completion.

Student Signature

Date

As the Chair of the Committee, I will ensure that the student makes timely progress toward the completion of their exams. This will include monitoring the completion and defense of their prospectus within the expected time frame.

Committee Chair Signature

Date



# COMPREHENSIVE EXAM COMMITTEE

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**Instructions:** This form is required prior to registering for MEL 393. Please submit a completed PDF to [Lisa Parisi](#), the Graduate Program Coordinator, before beginning your comprehensive exams. Students are given 30 days to complete the written portion of the exam. The oral exam must take place within a month of the end date of the written portion.

Student:

EID

Cohort:

Written Exam Start:

Written Exam Due:

Oral Exam Date:

Prospectus Due:

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**1. Committee Chair:**

Home Department:

Exam Field:

Signature:

**2. Committee Member:**

Home Department:

Exam Field:

Signature:

**3. Committee Member:**

Home Department:

Exam Field:

Signature: