**­­­­­PhD Comprehensive Exam Approval Memo**

DATE:

1. **Written Components**
2. **Description of link between written components and proposed dissertation topic**
3. **Proposed timeline for comprehensive examination process**
4. **Supervisory Committee Members**

b.

c.

**Checklist**

Potential discussion items:

[ ]  Discuss the expectations for the oral exam process (length, presentation required or not, questioning process period, chairpersons’ role)

[ ]  Number of weeks to prepare

[ ]  Amount of time per day spent preparing

[ ]  Final reading list review

[ ]  Written deliverable(s) draft review plan (if any)

[ ]  Final written deliverable(s) due by:

[ ]  Expected oral comprehensive date:

[ ]  Student understands expected timeline and deadlines

[ ]  Frequency of meetings with supervisor (if any are planned)

[ ]  How to work with advisory committee members

[ ]  Student responsibilities/role

[ ]  Review plan and resources on maintaining well-being

[ ]  Review objectives of the comprehensive exam for the student’s overall learning and research

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| Student: |
|  |  |       |  |       |
| Signature |  | Name (please print) |  | Date (yyyy/mm/dd) |

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| --- |
| Supervisor: |
|  |  |       |  |       |
| Signature |  | Name (please print) |  | Date (yyyy/mm/dd) |
| Program Chair: |
|  |  |       |  |       |
| Signature (must be different from above) |  | Name (please print) |  | Date (yyyy/mm/dd) |