**­­­­­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) |

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