

## Comprehensive Examination Request Form

Candidates should submit this form to their dissertation committee chairperson to request a date for their comprehensive examination. The comprehensive doctoral examination is commonly taken after the student has completed all course work. Please submit a completed plan of study along with this request. The chairperson along with members of the student's dissertation committee will prepare the examination. The chairperson will submit this form, the plan of study, and the exam questions to the Coordinator of Graduate Programs. The Coordinator will send the exam to the candidate on the requested date. There is a minimum two-week time period between the student's written request and the examination date. Students will have two weeks to complete the exam. Requests to amend this timeline may be requested by the dissertation chair but must be approved by the Graduate Programs Coordinator.

Date of Request:

Candidate's name:

Candidate's Email Address for Exam Distribution:

Start Date Requested (must start on a weekday):

Dissertation Committee Chairperson:

Dissertation Committee Members:

### Coordinator Approvals

	Coordinator Initials
Coursework is complete	
Committee chair and members have been identified and meet the requirements	
Exam questions have been submitted	
Exam is scheduled	

### Signatures

Candidate:

Dissertation Chairperson:

Coordinator: