

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. The chairperson along with members of the student's dissertation committee will prepare the examination. The chairperson will submit this form along with a copy of the exam to the Graduate Programs Coordinator. 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: _____

Examination Dates Requested (14 days maximum): _____

Description of Comprehensive Exam (describe below or attach a separate sheet):

	Dissertation Chairperson Initials	Coordinator Initials
Coursework is completed		
Full Committee Identified (please list names)		
Exam on File		

Required Signatures:

Candidate's signature: _____ Date: _____

Dissertation Chairperson's signature: _____ Date: _____

Coordinator's signature: _____ Date: _____