

**Gender & Women's Studies
Doctoral Comprehensive Examinations
Process Checklist**

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Process Checklist**

Step	Date Completed	Notes
1. Students preparing for the Comprehensive Exams <i>must have an approved Doctoral Plan of Study in GradPath</i> . Confirm this with the Academic Program Coordinator (APC).		
2. Students should <i>read the GWS Graduate Handbook</i> section on "Comprehensive Examination for Doctoral Candidacy" and meet with the Director of Graduate Studies (DGS) if they have any questions about the process of preparing for and taking their Comprehensive Exams.		
3. While preparing for the Comprehensive Exams and during the semester in which the Student undergoes the Written Exam, they should enroll either in regular courses or in Independent Studies with their Chair. Upon passing the Written Exam, the Student is eligible to begin enrolling in Dissertation units the following semester.		
4. The Student should select a Committee Chair and 3 additional faculty to serve as the Comprehensive Examination Committee. See the GWS Graduate Handbook for eligibility requirements for Examination Committee Chairs and Committee Members.		
5. The Student should work with the APC to <i>secure Graduate College approval</i> for any potential Committee Member who is <u>not</u> tenured or tenure-track faculty or approved Graduate Faculty at the University of Arizona.		
6. Once the Committee is formed and any special members approved by Graduate College, the Student must <i>fill out the "Comp Exam Committee Appointment Form" in GradPath</i> .		
7. The Student should work with their Chair and Committee to develop Reading Lists and List Narrative for three (3) appropriate fields.		
8. The Reading Lists and Narrative must be <i>approved by the entire Committee</i> . Ideally, lists should be approved at least 6 weeks prior to the start of the Written Exam.		

Comprehensive Exams Checklist

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9. The Student must <i>submit the approved Reading Lists and Narrative to the APC</i> before the beginning of the Written Exam.		
10. At the earliest opportunity, the Student should <i>inform the APC and the DGS about the dates of the Written Exam</i> . If the Oral Exam has been scheduled in advance, please include that information as well.		
11. The <u>Chair</u> must send the <i>Written Examination directly to the student and copy the APC</i> on the email.		
12. The Student must <i>submit the completed exam to the APC and the Committee Chair</i> no later than 21 calendar days after the start date.		
13. The Chair will forward the Student's exam to the Committee within 2 business days. The Committee has 14 calendar days after receipt of the Student's exam to provide votes to the Committee Chair.		
14. The <u>Chair</u> should <i>include the DGS and the APC when communicating the results</i> of the Written Exam to the Student.		
Should the Student PASS the Written Exam –		
15. The Student should work with the Committee to <i>set a date and time for the Oral Exam</i> . The Oral Exam may be scheduled no sooner than 7 calendar days after receiving notice of the Written Exam results, and must be scheduled within 6 months. The Oral Exam should be scheduled to last 3 hours (though it may last as little as one hour).		
16. As soon as the date and time of the Oral Exam are set, the Student should work with the APC to <i>schedule a location</i> .		
17. As soon as possible and at least 48 hours prior to the Oral Exam, the Student must <i>fill out the "Announcement of Doctoral Comprehensive Exam Form" in GradPath</i> . Doing so will generate an automated email to the Chair that includes a link for reporting the results of the Oral Exam in GradPath.		
18. The Student is responsible for placing a <i>TicketDog request with SBS Tech</i> if any Committee Member will be attending the Oral Exam remotely (Zoom, etc.).		
19.		

Comprehensive Exams Checklist

Step	Date Completed	Notes
20. At the end of the Oral Exam, the <u>Chair</u> must <i>enter the result in the “Results of the Comprehensive Exam Form” in GradPath</i> , using the email link auto-generated earlier (see #17, above).		
21. The <u>Chair</u> should <i>also report the result of the Oral Exam to the DGS and the APC</i> .		
If the Student PASSES the Oral Exam, they advance to candidacy and begin preparing their dissertation proposal. Congratulations!		
If the Student FAILS the Oral Exam, they may retake it one time. If they elect to do so, they will repeat steps 15-20.		

Should the Student FAIL the Written Exam,

they may retake it one time. If they elect to do so, the student should meet with the Chair and the DGS to discuss the process. In general, the student will repeat the steps in this checklist.

Students retaking their Written Exam may reconstitute their Examination Committee in part or in full. They should work with their Chair and Committee to determine areas of weakness and, if appropriate, modify their fields or lists.