CONSULT WITH YOUR EXAMINERS

Each student must pass a total of two comp exams, referred to as Field 1 and Field 2 exams. Both of these exams must be supervised and reviewed by two faculty members: a primary examiner and a secondary examiner. To begin this process, you must coordinate with the faculty members directly, and you must submit a Comp Exam Declaration Form to the Graduate Program Coordinator.

SCHEDULE YOUR EXAM

Coordinate with your primary and secondary examiners to determine the topic of the exam, the date of the exam, and the required reading list. You must gather signatures from both your primary and secondary examiners and submit a Comp Exam Field 1 Form to the Graduate Program Coordinator.

COMPLETE YOUR FIELD 1 EXAM

Once you have completed the exam, your primary and secondary examiners will review your work and determine if you have passed or failed your comp exam. After your exam status has been determined, your examiners must submit a signed Comp Exam Completion Form to the Graduate Program Coordinator.

REPEAT STEPS 1-3 FOR YOUR FIELD 2 EXAM

After successfully completing these steps for your Field 1 exam, you must repeat this process for your Field 2 exam. Your Field 2 exam must cover a different topic and must be facilitated by different primary and secondary examiners. However, your Field 1 exam’s primary examiner may serve as your Field 2 exam’s secondary examiner, and vice versa. You must also submit a Comp Exam Field 2 Form and an additional Comp Exam Completion Form to the Graduate Program Coordinator.