

# STEP-BY-STEP GUIDE TO: COMP EXAMS

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## 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.

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## 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.

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## 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.

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## 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.