

**STEPS TO COMPLETING A MASTER'S DEGREE: FLOWCHART REFERENCE SHEET
FOR COMPREHENSIVE EXAMS**

Application accepted as classified status

Application accepted as conditional status

Application accepted as special major

Complete course requirements as stated in acceptance letter

- Pick up a copy of the Graduate Document, and refer to this document often.
- Submit your tentative Plan of Study form during your first semester of the program. (see graduate website OR the graduate secretary for both documents)

If not enrolled during single semester at any time during program, use one semester as "free" time away from program without penalty.

**Enroll in minimum of 3 units graduate level course work EACH SEMESTER UNTIL YOU REACH ADVANCEMENT TO CANDIDACY LEVEL.
(6 units if working as a Graduate Assistant)**

If not enrolled for a second semester (consecutive or other at any time during program) file for an official leave of absence. If request is not filed termination of grad file will be recommended.

Complete COMS 200, 201, 202

- Submit Final Plan of Study form during your second semester of the program.
- Each semester, continue to enroll in courses according to your Plan of Study. (Submit a Revised Plan of Study if needed.)

- Select committee members and an advisor for your comprehensive exams. (need 3-5 members including your advisor)
- Note: The Graduate Committee will select faculty members to write comprehensive exam questions for COMS 200 and COMS 201 courses.

If grad file is terminated return to top of chart.

- Obtain application to take comprehensive exams (see grad secretary for form).
- Submit application to Graduate Committee for approval.
- Upon approval, begin discussions with committee members regarding exam questions and format.
- Register for COMS 297

- With approval of Graduate Committee, the graduate assistant will make an exam dates/times/room.
- Note: Comprehensive exams are usually given during the 10th week of the semester, on two consecutive days, five hours each day.

▪ Upon completion of the comprehensive exams, the graduate Secretary will make copies of your answer sheets and will distribute them to your graduate committee for review. You will be notified of the results.

If a majority of your committee votes "Fail" you may retake the exam one more time, during the next semester.

- If a majority of your committee votes "Pass" you must schedule an oral defense of your answers from the exam. Coordinate a meeting date and time with your committee members. (Grad Secretary will assist you with scheduling a room.)

If a majority of your committee votes "Fail" on the second attempt.....

- Upon completion of your oral defense, if a majority of your committee votes "Pass" you are considered to have successfully completed your Culminating Experience.

CONGRATULATIONS! YOU DID IT!