

THE UNIVERSITY OF GEORGIA
POLITICAL SCIENCE & INTERNATIONAL AFFAIRS

Checklist: Doctoral Comprehensive Exams

The Semester Before Comprehensive Exams

1. Sign up to take comprehensive exams. The deadline to sign up is the *midpoint of the semester prior to the exams*. The Graduate Advisor will have a sign-up sheet and will send an email indicating the sign-up deadline each semester.
2. Choose your comprehensive exams advisory committee. Please note that this is NOT the same as your dissertation advisory committee. There should be *two faculty members from your major field and two faculty members from your minor field* on the committee. Your committee will read your written comprehensive exams and be present at your oral comprehensive exam. Once you have successfully completed your written and oral comprehensive exams, you may, if you'd like, revise your advisory committee to reflect your dissertation research.
3. Visit the Graduate School website and fill out an [Advisory Committee for Doctoral Candidates](#) form. Bring it to the Graduate Advisor's Office for final approval and the Graduate Coordinator's signature. The Graduate Advisor will submit this form to the Graduate School.
4. Fill out a [Worksheet for PhD Program of Study](#) (or, if you are a Fast Track student, a Worksheet for [Fast Track PhD Program of Study](#)). This form is for planning purposes only.
5. Schedule an appointment with the Graduate Advisor. During this meeting you will: 1) review your program of study worksheet and 2) complete your [Final Doctoral Program of Study](#). *Ideally, you will turn in both your Advisory Committee Form and your Final Doctoral Program of Study at this appointment.*

The Semester in Which You Take Your Comprehensive Exams

1. Register for at least three credits of POLS 9300 during this semester.