

THE UNIVERSITY OF GEORGIA  
POLITICAL SCIENCE & INTERNATIONAL AFFAIRS

Checklist: Doctoral Comprehensive Exams

The Semester Before Comprehensive Exams

1. Register for at least 3 credit hours of POLS 9300 the semester *before* exams.
2. 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.
3. 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.
4. 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, which the Graduate Advisor will submit on your behalf.
5. Confirm that the Graduate Advisor has submitted a comprehensive exams advisory committee form on your behalf before you take exams. Please note that this is NOT the same as your dissertation advisory committee. The Graduate Coordinator will nominate two faculty members from your major field and two faculty members from your minor field to the committee. This committee is the same for all examinees in each field, and they will read your written comprehensive exams and be present at your oral comprehensive exam.

The Semester in Which You Take Your Comprehensive Exams

1. Register for at least three credits of POLS 9300 during this semester.
2. Once you have successfully completed your written and oral comprehensive exams, revise your advisory committee to reflect your dissertation research. Request the Graduate Advisor to submit an updated dissertation advisory committee form.