

Procedures for Comprehensive Exams

1. Students must pass a written comprehensive exam in each of *two* fields. Students who fail either exam more than once will not be allowed to continue in the program.
2. Each field will develop a detailed description of the field (i.e. main themes and sub-themes and/or important books and articles) and encourage students to familiarize themselves with this field description. We encourage students to read broadly and to not rely solely on the core field seminars to prepare for the exams.
3. Field coordinators are responsible for preparing the comprehensive exams in their respective fields. It is expected that field coordinators will solicit questions from field members and incorporate, as appropriate, questions received from faculty in the field.
4. Each written exam will be graded by a three-person committee. In a student's primary field, that committee will be composed of the two primary field representatives from the student's mentorship committee and an additional member from the relevant field chosen by the DGS (in consultation with the relevant field chair). In a student's secondary field, the grading committee will be composed of the secondary field representative from the student's mentorship committee and two additional members from the relevant field chosen by the DGS (in consultation with the relevant field chair). If 2 or more members of the exam committee cast passing votes, the student is deemed to have passed the exam.
5. Each written exam will be taken over a two (2) day period. Exams are "open book." Written exams will be administered twice a year (once in January and once in August). Students will receive written comments on each exam within two weeks of taking the exam. **Students are expected to take both their primary and secondary field exams within six months.**
6. After passing the primary field exam, students are required to participate in a pre-prospectus meeting with the faculty most likely to form the dissertation committee. This meeting should be held by the end of the semester following the successful completion of the primary field exam (i.e. the end of the spring semester for exams taken in January). This is *not* a graded assignment.