

## Attaining ABD Status

A checklist for TRIP students for admission to candidacy for doctoral degree

### Registration

- Register each fall and spring by TRIP for TRIP 698.  
*Students may **not** be registered for 698 through any other department or program. Students do not need to be registered for TRIP 698 in the summer or winter terms to complete work on comprehensive exams.*

### Prospectus

- Draft prospectus during the required Prospectus & Dissertation Writing workshop sequence;
- Share prospectus with the committee chair;
- Revise prospectus based on chair feedback;
- Receive approval from chair for prospectus and forward the approval email to the TRIP Coordinator (your prospectus is ready to share with the other committee members);
- Submit prospectus draft to other committee members for their review;
- Revise prospectus based on feedback from other committee members;
- Forward to the TRIP Coordinator all committee members' emails that say they approve your prospectus demonstrates you are ready to hold the oral exam;
- Email a copy of your approved prospectus to the TRIP Coordinator.

### Major Field Written Exam

- Finalize a reading list that is approved by the committee member supervising this exam (the examiner);
- Determine with the examiner that you are ready to take this exam;
- Schedule the exam dates (typically Friday at 9 am to the following Monday 9 am) with the examiner;
- Notify the TRIP Graduate Director and Coordinator of the scheduled exam at least two weeks prior;
- Complete the exam following the directions and guidelines from the examiner and email the response to the TRIP Coordinator and examiner before the 72-hour deadline;
- Learn whether you have passed the exam (approximately two weeks later);
- Meet with the examiner for feedback on your submission and next steps, if applicable.

### Minor Field Written Exam

- Finalize a reading list that is approved by the examiner for this exam;
- Determine with the examiner that you are ready to take this exam;
- Schedule the exam dates (typically Friday at 9 am to the following Monday 9 am) with the examiner;
- Notify the TRIP Graduate Director and Coordinator of the scheduled exam at least two weeks prior;
- Complete the exam following the directions and guidelines from the examiner and email the response to the TRIP Coordinator and examiner before the 72-hour deadline;
- Learn whether you have passed the exam (approximately two weeks later);
- Meet with the examiner for feedback on your submission and next steps, if applicable.

### Oral Examination

- Complete and pass all requirements for the prospectus, major field, and minor field examinations;

*Note: All requirements must be completed before proceeding to schedule the oral exam;*

\_\_\_\_ Schedule the oral examination date and time with committee members and reserve a room through the TRIP Coordinator

*Note: You may make these arrangements yourself by working with your committee or you may request assistance from the TRIP Coordinator. Either way, a Doodle poll or another online scheduler that covers a two-week period (minimum) works well for determining committee availability. Design the survey based on the committee members' availability and preferences for dates and times;*

\_\_\_\_ Communicate with the committee members the date, time, and place of the oral exam;

*Note: If a faculty member must attend remotely, you are responsible for arranging this for your exam.*

\_\_\_\_ Pass the oral exam (the last step to become ABD);

*Note: If you schedule the oral exam for the summer or winter term, you do not need to be registered.*