

Attaining ABD Status

A Checklist for TRIP students completing the comprehensive exams

Registration

- Registered each fall and spring by TRIP for TRIP 698.
Students may not be registered for 698 by another department. Students do not need to be registered for TRIP 698 in the summer or winter terms to complete work on comprehensive exams.

Prospectus

- Drafted the prospectus during the required Prospectus & Dissertation Writing required workshop sequence;
- Shared prospectus with committee chair;
- Revised prospectus based on chair feedback;
- Received approval from chair for prospectus and forwarded the approval email to the TRIP Coordinator (your prospectus is ready to share with the other committee members);
- Submitted prospectus draft to other committee members for their review;
- Revised prospectus based on feedback from other committee members;
- Forwarded to the TRIP Coordinator all committee members' emails that say they approve your prospectus demonstrates you are ready to hold the oral exam;
- Emailed a copy of your approved prospectus to the TRIP Coordinator.

Major Field Written Exam

- Finalized a reading list that is approved by the committee member responsible for this exam;
- Determined with committee member that you are ready to take this exam;
- Scheduled the exam date and time (typically a Friday at 9 a.m.) with the TRIP Coordinator for a date at least two weeks in the future;
- Completed the exam (written the exam paper and emailed it to the TRIP Coordinator within the 72-hour deadline);
- Learned whether you have passed the exam (approximately two weeks later);
- Met with your committee member to discuss feedback on your exam paper.

Minor Field Written Exam

- Finalized a reading list that is approved by the committee member responsible for this exam;
- Determined with committee member that you are ready to take this exam;
- Scheduled the exam date and time (typically a Friday at 9 a.m.) with the TRIP Coordinator, for a date at least two weeks in the future;
- Completed the exam (written the exam paper and emailed it to the TRIP Coordinator within the 72-hour deadline);
- Learned whether you have passed the exam (approximately two weeks later);
- Met with your committee member to discuss feedback on your exam paper.

Oral Examination

- Completed and passed all requirements for the Prospectus, Major Field, and Minor Field examinations
Note: All requirements must be completed before proceeding to schedule the oral exam;

- ____ Scheduled the oral examination date and time and booked a room where the exam will take place
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 survey that covers a two-week period (minimum) works well for determining committee availability. Base the survey on your committee chair's preferences for dates and times;
- ____ Communicated 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.
- ____ Passed 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.