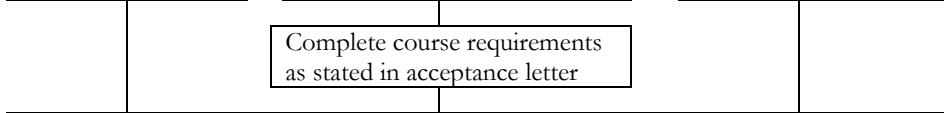


**STEPS TO COMPLETING A COMMUNICATION STUDIES MASTER'S DEGREE:
FLOWCHART REFERENCE SHEET FOR COMPREHENSIVE EXAMS**



- Find the Graduate Document online, and refer to this document often.
- Make relationships with faculty and consult with your temporary faculty advisor.

If not enrolled during single semester at any time during program, use one semester as “free” time away from program without penalty.

Enroll in minimum of 3 units graduate level course work EACH SEMESTER UNTIL YOU REACH ADVANCEMENT TO CANDIDACY LEVEL.
(4 units if working as a Teaching Associate or Graduate Assistant)

If not enrolled for a second semester (consecutive or other at any time during program) file for an official leave of absence. If request is not filed, termination of grad file will be recommended.

Complete COMS 200A&B, 201, & a Method Course (202, 203, or 204)

- Choose your advisor and tentative committee members
- Submit typed Plan of Study form during your second semester of the program.
- Each semester, continue to enroll in courses according to your Plan of Study. (Submit a Revised Plan of Study if needed.)

- Finalize committee members for your comprehensive exams. (3-5 members including your advisor) Update your Plan of Study as needed.
- File for Advancement to Candidacy after completion of 50% of all coursework.
- You may NOT enroll in COMS 297 units until you have advanced.**

If grad file is terminated return to top of chart.

- Working with your advisor, complete the Application for Comprehensive Exams (available online) and secure your committee’s signatures.
- Submit application to Graduate Committee for approval by the end of November for Spring exams and the end of April for Fall exams.
- Upon approval, begin discussions with committee members regarding exam questions, format, and reading lists.
- Register for 3 units of COMS 297 by contacting the Graduate Coordinator
- If you have switched from the Thesis/Project option, make sure to file a Petition for Exception with the Office of Graduate Studies to officially change your Culminating Experience. You may also need to register for an additional course.

- Read the Graduate Document Section VIII carefully to learn exam procedures
- Note: Comprehensive exams are usually given during the 10th week of the semester with the writing period between Monday at 8 a.m. and Friday at 5 p.m. on Canvas.

- Upon completion of the comprehensive exams, copies of your answers will be distributed to you and your committee for review.

Review the Comprehensive Exams Evaluation Document carefully to understand evaluation criteria. If a majority of your committee votes “Fail” you may retake the exam one more time, during the next semester.

- You must schedule an oral defense. Coordinate a meeting date and time with your committee, allowing them at least two weeks to read and review your answers.
- Work with the front office staff to schedule the conference room.
- Notify Graduate Committee of date and time of meeting.
- Post announcements– the meeting is open to the public.

If a majority of your committee votes “Fail” on the second attempt, student program terminates.

- Upon completion of your oral defense, if a majority of your committee votes “Pass,” you have successfully completed your Culminating Experience.
- For your exams to be formally approved and accepted by the university, your advisor must initiate the Comprehensive Exam Report Form via Adobe Sign

CONGRATULATIONS! YOU DID IT!