Doctoral Comprehensive Exams Procedures and Deadlines

[Introduction 1](#_bookmark0)

[Contact Information 1](#_bookmark1)

[Deadlines 2](#_bookmark2)

[Summer 2024 2](#_bookmark3)

[Fall 2024 2](#_bookmark4)

[Spring 2025 2](#_bookmark5)

[Procedures Checklist 3](#_bookmark6)

[Instructions for Plan of Study Summary Sheet 4](#_bookmark7)

[Directory Information 4](#_bookmark8)

[Grad Work Completed or in Progress 4](#_bookmark9)

[Reduction of Credit 4](#_bookmark10)

[Additional Required Work 5](#_bookmark11)

[Signatures 5](#_bookmark12)

[Information on Registration Requirements 5](#_bookmark13)

# Introduction

Students taking an in-person proctored comprehensive exam will be sent a schedule indicating date and time of their exams after the application deadline and when the scheduling is complete. Any special requests should be submitted at the time of application for comprehensive exams. Accommodations will be honored when possible. All other comprehensive exams are schedule with the student and their committee. [Comp Exam Applications](https://workflow.uiowa.edu/entry/new/2485) are required through the College of Education ([**https://workflow.uiowa.edu/entry/new/2485**](https://workflow.uiowa.edu/entry/new/2485)).

\*Committee members: the exam report is due no later than 14 days after the exam date.

# Contact Information

Any questions related to this schedule and the administration of graduate examinations in the College of Education should be directed to Becca Stai, [Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu), 319-384-0669.

**Important details:**

* Comprehensive Exam applications must be submitted at least 2 weeks prior to the exam date.
* Oral Examinations are to be arranged with your committee as soon as possible following written exams and before end of semester.
* The oral exam date will be used as the exam date on the application. If no oral exam, the date will be the day of the student's last step before the committee submits decisions.
* In-person, proctored exam sessions through the Office of Student Services begin at 8:30am & 1:00pm and are scheduled following the request deadline.
* Starting Fall 2024: Degree Audits will take the place of Plan of Study forms for the following programs: EdD <https://registrar.uiowa.edu/degree-audits>

**Deadlines**

**Summer 2024**

* **June 11**
  + Comp Exam request due (in-person only)
  + Plan of Study Summary Sheet or Degree Audit (in-person only)
* **June 27 & June 28**
  + Examination dates (in-person only)

## Fall 2024

### **August 30**

### Comp Exam request due (in-person only)

### Plan of Study Summary Sheet or Degree Audit (in-person only)

### **September 12 & 13**

* + Examination date (in-person only)

## Spring 2025

### **January 24**

### Comp Exam request due (in-person only)

### Plan of Study Summary Sheet or Degree Audit (in-person only)

### **February 6 & 7**

* + Examination date (in-person only)

# Procedures Checklist

|  |  |
| --- | --- |
| √ | **What to do** |
|  | Complete the Ph.D. Graduate College Plan of Study (connect with your department or Anne Sparks to determine if you need Plan of Study or Degree Audit):  <https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Doc-POS%201%2031%2023_0.pdf> **\*Starting Fall 2024: Degree Audits will take the place of Plan of Study forms for the following programs: EdD:** [**https://registrar.uiowa.edu/degree-audits**](https://registrar.uiowa.edu/degree-audits) |
|  | Instructions for Ph.D. Plan of Study Summary Sheet (example on next page) |
|  | Ph.D. Comprehensive Examination Application (required)\*  <https://workflow.uiowa.edu/entry/new/2485> (click link or paste URL into browser)  \*Any changes to the comprehensive exam (date; time; location; committee; etc., must be submitted to Becca Stai at least 2 weeks prior to the scheduled exam date) |
|  | Course registration required during semester of exam. myui.uiowa.edu |
|  | Write exams. Schedule to be sent after application deadline |
|  | Report of Comprehensive Exam – Graduate College will supply to committee via Workflow. Must be signed and submitted no later than 2 weeks after submitted exam date. |
|  | Following semester begins continuous enrollment for Fall, Spring, and summer if resources are being used. Use GRAD:6002 Continuous Registration when all courses are completed and required thesis hours are satisfied.  myui.uiowa.edu |

# Instructions for Plan of Study Summary Sheet

## Directory Information

For PROGRAM section, indicate one of the four Education departments (i.e. Teaching and Learning; Counselor Education). APPROVED SUBTRACK is the program major that is your academic area of study (i.e. Elementary Education; Ed. Measurement & Statistics; Rehabilitation Counseling; etc.).

## Grad Work Completed or in Progress

#### Transfer Graduate Credit

Record all graduate transfer work completed at other institutions that is recorded on your University of Iowa transcript and will be applied to this degree program. The Registrar must have an official transcript from the institution where the work was completed before transfer coursework can be applied to this degree. Your plan of study cannot be approved until transcripts are received and credit is on your UI record. If you are applying any credit from an institution ALL credit must be listed in this section.

#### U of I Hours Earned

This should include all work recorded on the U of I transcript under the heading "Hrs. Earned" (lower right-hand corner of grade report). "Incomplete" hours are not included in this total and should be entered in appropriate section.

#### Current Registration

You must show a course registration the semester that you write comprehensive exams. The course registration can be anything that you and your advisor deem appropriate and can be for as little as 1 s.h. If any of your current registration is correspondence, extension or transfer classes, label them accordingly. Please notify the Office of Student Services if you change your registration so that your Plan of Study may be adjusted.

## Reduction of Credit

Indicate on the Plan of Study, the transcript, or a separate sheet of paper those courses not applicable to the degree (include both U of I and transfer work). Discuss the deletion of course work from your Plan with your adviser. You must show course by course deletions for any credit that does not apply to this degree.

#### Courses Over 10 Years Old

Any course work taken more than ten years prior to the Ph.D. Comprehensive Examination that is to be counted as part of the student's Plan of Study must be evaluated and verified as updated by the department (Assoc. Dean of Educ.). Your adviser should request this evaluation and submit a written recommendation for update of credit with the Plan of Study. The recommendation for update of credit should indicate how the credit has been updated by more recent related course work. Course work taken more than ten years before the Comprehensive Examination and not verified as above must be deleted. Contact Student Services for assistance.

#### Courses in Irrelevant Fields

Indicate any current coursework taken in a non‐related field that cannot apply to this degree program.

## Additional Required Work

Include coursework, seminars, research and Ph.D. thesis credit which is to be completed after the current semester’s registration. This would also include any incomplete coursework that will be a part of the degree program. The student will be held to these credits unless a "Change in Ph.D. Plan of Study" is filed at a later date.

When considering additional required coursework, do not include current registration – do include any requirement of the degree even if no course registration is related, such as pre‐doc internship.

## 

## Signatures

Student should complete the materials in consultation with their advisor. Plan of Study summary form should be approved by advisor, scanned, and attached to the Comprehensive Exam Application (no signatures required). All signatures will be acquired by the Office of Student Services (Becca Stai). Copies of your record (approved Plan of Study) will be submitted by the Student Services office. If a reduction in credits is necessary, include one copy of the Grade Report with specific courses identified.

## 

## Information on Registration Requirements

As a minimum, 39 s.h. must be earned while registered at The University of Iowa Graduate College unless your program has been approved for less. Please consult with your advisor.

Be sure to check that all members of your committee are members of the graduate faculty and are approved to serve as a committee member. If not, it will be necessary for your adviser to submit a letter stating the reasons supporting the appointment to the committee. Advisors and committee chairs can contact Becca Stai (Rebecca-stai@uiowa.edu) for this process.



# Doctoral Plan of Study Summary Sheet

**Graduate College** Academic Affairs Office University of Iowa

205 Gilmore Hall

Iowa City, Iowa 52242-1320 319-335-2144

grad.uiowa.edu

INSTRUCTIONS: Complete this form, obtain advisor and departmental signatures, and save as PDF. Departments/ programs upload as Plan of Study attachment when submitting a Doctoral Comprehensive Exam request in workflow. The Graduate College will return reviewed plans of study via MAUI Advising Notes.

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name Shmoe | First Name Joe | Student Number 01010101 | |
| Program  Teaching & Learning | | Degree Objective  PHD | |
| Approved Sub Program (if any)  I.E.: Science Education; English Education; etc. | | Semester Hours required for degree | |
|  | 60 |

**Graduate Work Completed or in Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| Transfer Graduate Credit | College or University  Somewhere University | Semester Hours  15 |  |
| College or University | Semester Hours |
| U of I Graduate Hours Earned  (You will find this at the end of the grade report as "Hrs Earned", NOT in the UI Cum "Hours and Points Summary") | | Semester Hours  32 |
| Current Registration | | Semester Hours  3 |
| Total Graduate Credit Completed or in Progress A. | | | Semester Hours  50 |

**Reduction of Credit**

|  |  |  |
| --- | --- | --- |
| Cross off courses on the student's record and current registration that do NOT apply toward this degree and summarize below. | | |
| Reduction in credit for courses taken more than 10 years before comprehensive examination  (Note: Departments must evaluate these courses and determine allowable credits in each case and report results in a letter to the Graduate Dean.) | Semester Hours |  |
| Courses in Irrelevant Fields | Semester Hours |
| Amount of Reduced Credit B. | | Semester Hours  0 |
| Total Completed and Currently Registered Graduate Hours to be Counted Toward Degree C. | | Semester Hours  50 |

**Additional Required Coursework**

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| XXXX:7493 |
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| PhD Thesis |
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| --- | --- | --- | --- | --- |
| Additional courses, seminars, research and dissertation hours required, including all required courses now recorded | | | | |
| as Incomplete (I), which must be completed for this plan. | | | |  |
| Course Number Course Title | | | Semester Hours |  |
| Total Additional Hours Required D. | | | | Semester Hours  10 |
| **Total Graduate Hours in Doctoral Plan of Study E.** | | | | Semester Hours  60 |
| Advisor's Signature Date | Department Executive's Signature Date | Graduate Dean's Signature Date | | |