

MA in History
Comprehensive Examination Checklist
for Graduate Students and Faculty Mentors

Non-Thesis Option
(see next page for Thesis Option)

Important: Written examinations are administered on the 3rd and 13th Friday of each Fall and Spring semester. You must take your exams during one of these four exam periods. Students are also required to attend the comprehensive examination workshop the semester before the semester in which they intend to take exams.

Apply for Graduation with the Graduate School by the semester deadline:

http://www.eiu.edu/graduate/students_graduation.php

Attend Comprehensive Examination Workshop no later than the semester before you intend to take your exams (offered the 9th Friday each Fall and Spring). (Date taken:) _____

Examination Committee:

Mentor and First Major Field Examiner (Written and orals): _____

Second Major Field Examiner (Written and orals): _____

Minor Field Examiner (orals) : _____

Bibliography submitted to all three examiners and the Graduate Coordinator. This must be done in the examination period prior to the exam period the student plans to take exams. If you plan to take your exams on the 3rd Friday, you must submit your bibliography no later than the 13th Friday of the previous semester. If you plan to take your exams on the 13th Friday, you must submit your bibliography no later than the 3rd Friday of the same semester. Date bibliography is submitted: _____.

Schedule oral exams: The student must schedule the oral examination with the members of the examination committee prior to taking the written examination. The oral exam must take place no less than one week after the written examination. Oral Examination Date/Time : _____ (Space must be scheduled with department secretary)

Meet with Graduate Coordinator to make sure necessary credit hours are taken. Date: _____

Submit a revised research paper to the committee members and the coordinator prior to the written examination. Date submitted: _____ (Revised research paper considered part of the examination materials and may be discussed as part of the oral examination.)

Schedule exit interview with the Graduate Coordinator. Date: _____

Return grad lab key to Coordinator. Date : _____

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Thesis Option:

Apply for Graduation with the Graduate School by the semester deadline.

http://www.eiu.edu/graduate/students_graduation.php Date: _____

Thesis proposal approved by Graduate Committee prior to student registering for thesis credits. Date approved: _____

Consult Graduate School Thesis Manual. Date: _____

(The Graduate School and the University have specific guidelines for the physical format of the thesis, which must be deposited at Booth Library before a degree is conferred. Consult the Thesis Manual before and during the examination process: http://www.eiu.edu/graduate/pdf/thesisresearch_manual.pdf)

Meet with Graduate Coordinator to make sure necessary credit hours are taken and to discuss examination process. (Semester before exams are to be taken). Date: _____

Examination Committee:

Thesis advisor: _____

Committee member: _____

Committee member: _____

Other member(s) (optional): _____

Written examination committee member (thesis advisor): _____

Written examination committee member (second thesis committee member):

Attend Comprehensive Examination Workshop no later than the semester before you intend to take your exams (offered the 9th Friday of every semester). Date attended: _____

Submit bibliography to all three examiners and the Graduate Coordinator. This must be done in the examination period prior to the exam period the student plans to take exams. If you plan to take your exams on the 3rd Friday, you must submit your bibliography no later than the 13th Friday of the previous semester. If you plan to take your exams on the 13th Friday, you must submit your bibliography no later than the 3rd Friday of the same semester. Date bibliography is submitted: _____.

Schedule thesis defense: The student must schedule the thesis defense with the members of the examination committee prior to taking the written examination. The defense must take place no less than one week after the

written examination. Defense Date/Time : _____ (Space must be scheduled with department secretary)

Written examination completion form and certificate of comprehensive knowledge submitted to Graduate Coordinator. Date: _____

Thesis cover sheets signed by committee members and department chair. Date: _____

Thesis maintenance/copyright form signed by Graduate Coordinator. Date: _____

Thesis withholding form signed by Graduate Coordinator (only if applicable—see Thesis Manual). Date: _____

Thesis deposited in Booth (2 standard copies, plus one copy for department paid for by department. *Consult the Thesis Manual for specific paper quality and formatting guidelines.*) Date: _____

Schedule exit interview with Graduate Coordinator. Date: _____

Return grad lab key to Coordinator. Date: _____