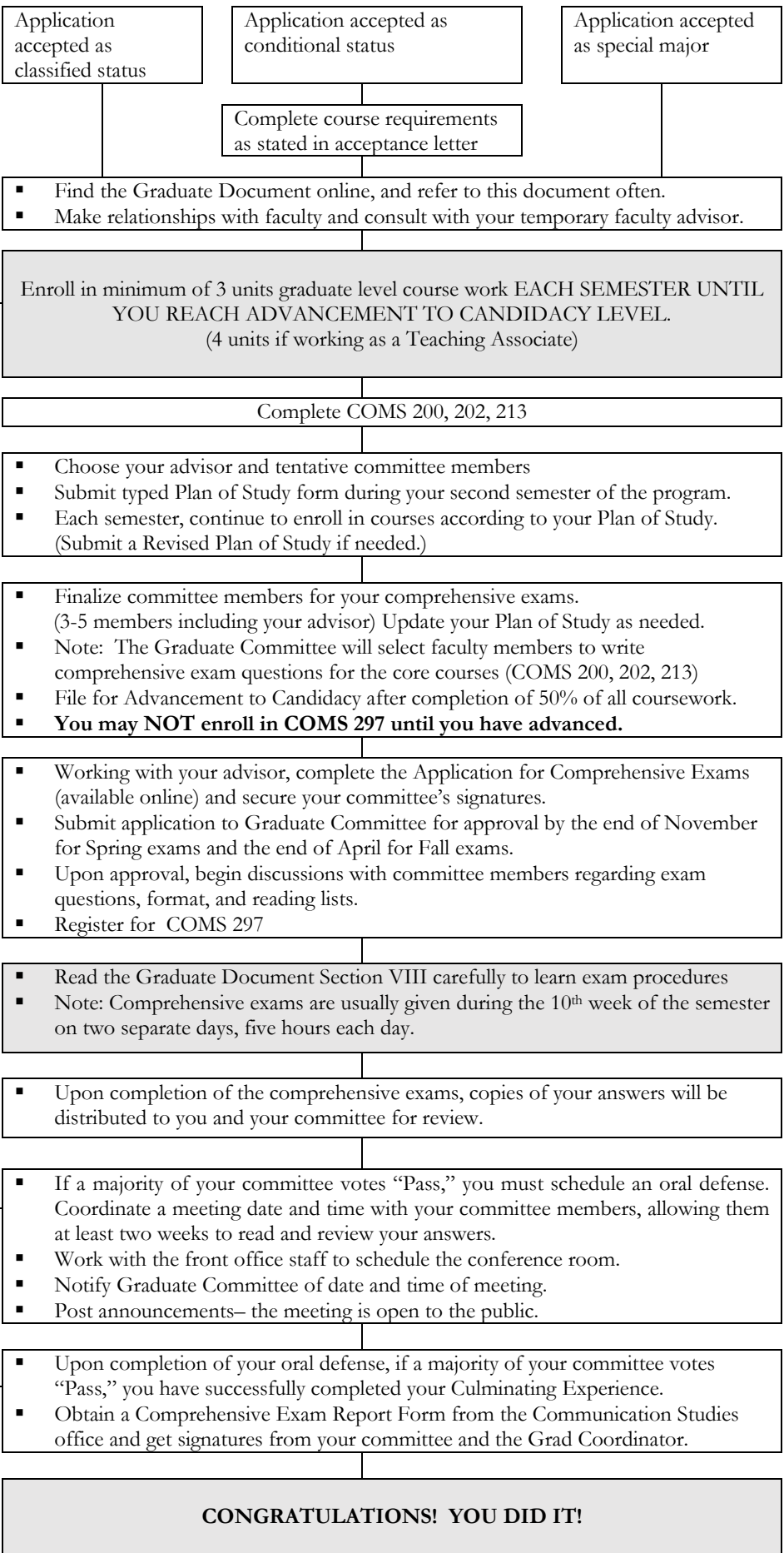


**STEPS TO COMPLETING A COMMUNICATION STUDIES MASTER'S DEGREE:
FLOWCHART REFERENCE SHEET FOR COMPREHENSIVE EXAMS**



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

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.

If grad file is terminated return to top of chart.

If a majority of your committee votes “Fail” you may retake the exam one more time, during the next semester.

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

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

**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)**

Complete COMS 200, 202, 213

- 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.
- Note: The Graduate Committee will select faculty members to write comprehensive exam questions for the core courses (COMS 200, 202, 213)
- File for Advancement to Candidacy after completion of 50% of all coursework.
- You may NOT enroll in COMS 297 until you have advanced.**

- 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 COMS 297

- Read the Graduate Document Section VIII carefully to learn exam procedures
- Note: Comprehensive exams are usually given during the 10th week of the semester on two separate days, five hours each day.

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

- If a majority of your committee votes “Pass,” you must schedule an oral defense. Coordinate a meeting date and time with your committee members, 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.

- Upon completion of your oral defense, if a majority of your committee votes “Pass,” you have successfully completed your Culminating Experience.
- Obtain a Comprehensive Exam Report Form from the Communication Studies office and get signatures from your committee and the Grad Coordinator.

CONGRATULATIONS! YOU DID IT!