Comprehensive Exam and Advancement to Candidacy

Teaching, Learning, & Teacher Education (TLTE)
Department of Teacher Education, Educational Leadership & Policy (TEELP)

See the UNM Office of Graduate Studies site for university forms and degree roadmaps https://grad.unm.edu/

TLTE forms are located at: https://coehs.unm.edu/departments-programs/teelp/doc.../tle-edd-phd.html

I. Committee on Studies-

A. Doctoral students compose their Committee on Studies (exam committee) in conjunction with their advisor.
B. The Committee on Studies (exam committee) is comprised of a minimum of 3 members (at least 2 from the TLTE faculty); this includes the advisor who serves as the chair of the Committee on Studies.

II. Doctoral Comprehensive Exam

A. https://grad.unm.edu/resources/start-to-finish-unm/phd/comprehensive-exam.html

The comprehensive exam must be completed solely by the student with no outside support or assistance except for UNM GrOWL; the university academic integrity policies are in effect.

B. Doctoral student and Advisor determine the timeline for the Comprehensive Examination, typically when the student is within 6-9 hours of completing all doctoral coursework and before submitting the Application to Candidacy.

C. Doctoral student completes the TLTE Committee on Studies form and submits it to the departmental administrative staff via email.

1. Listing of Comprehensive Examination Committee
2. Minimum of 3 committee members

   a) Chair: Doctoral Advisor from TLTE
   b) Member: Tenured/Tenure-Track Faculty Member in TLTE
   c) Member: Approved member by the Chair and Office of Graduate Studies

Note: Doctoral students are responsible for completion of required forms in a timely manner. 2022
3. The deadline to submit the form to department staff is September 15 (Spring exam), February 15 (Summer exam) and June 15 (Fall exam). If you are planning a Summer exam, verify that all your Committee members will be available during the summer. This form should be submitted as soon as the comprehensive exam committee is identified.

D. Doctoral student and Committee meet to prepare for Comprehensive Examination.

*Students must be enrolled in a minimum of one credit of graduate course work for the semester in which they take the doctoral comprehensive examination. Students may enroll in 699/dissertation hours to prepare for the comprehensive exam; however, those credits will only count towards dissertation hour requirements if taken within the same semester as the passed exam.

1. Doctoral student presents a Summary of Learning to the committee, focusing on key concepts and studies, which may or may not include a preview of dissertation/project plans.

2. Committee discusses (without doctoral student present) the contents of the questions for the Comprehensive Examination questions. Typically, each committee member takes on the responsibility of writing one question and submitting that question to the Committee Chair to conduct the Examination.

3. Committee determines, in consultation with the doctoral student, the timeline for the examination:
   a) 6 weeks for completion of exam (with one question emailed to the doctoral student approximately every 2 weeks or all questions given at one time) OR
   b) 6 hours in one day with 1 question given to the doctoral student every 2 hours.
   c) Chair reserves a space for the doctoral student to complete the Examination on a computer with no access to internet or cell phone.
   d) Committee determines what supports, if any, the doctoral student may use during the exam, and the requirements for APA, references, and citations for this Examination option.

4. Committee determines, in consultation with doctoral student, the date of the Comprehensive Examination Defense. The date is determined during the Summary of Learning meeting.

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E. Doctoral student completes the Announcement of Exam Form available at [https://grad.unm.edu/resources/gs-forms/announcement-examination.html](https://grad.unm.edu/resources/gs-forms/announcement-examination.html). This must be submitted at least two weeks before the exam date, and the exam may not be conducted until the Announcement of Exam has been approved by the Dean of Graduate Studies. [https://grad.unm.edu/resources/start-to-finish-unm/phd/comprehensive-exam.html](https://grad.unm.edu/resources/start-to-finish-unm/phd/comprehensive-exam.html)

F. Students take, complete, and submit the exam within the designated timeframe.

1. When Examination documents are completed, doctoral student submits the responses to the Chair, who disseminates to the Committee and to the departmental administrative assistant.

2. Comprehensive Examination Committee must be allowed a minimum of two weeks to review Examination responses prior to the Defense.

G. Defense of Exam

Defense of exam is a formal meeting. After defending the exam to the committee (questions, presentation, etc.), the committee (without doctoral student present) determines the result of the exam in accordance with OGS guidelines [pass, pass with revisions, fail]. If pass with revisions, the student is given written documentation of revisions to be made and a 2-week deadline to complete and submit all revisions.

H. A student may submit a written request for an extension of time for completion of the comprehensive exam. Approval of request is determined by the entire exam committee.

I. Upon completion of the exam, faculty will complete the online “Report of Examination” to Graduate Studies (available at gradforms.unm.edu).

### III. Application for Candidacy

a) Upon successful completion of exam, doctoral student submits the Application for Candidacy to Graduate Studies.

b) Upon successful completion of the Comprehensive Exam and Graduate Studies’ approval of the Application for Candidacy, the doctoral student’s status is “Advanced to Candidacy.”

c) Following Advancement to Candidacy, the doctoral student has five years to complete the dissertation/project and graduate.
COMPREHENSIVE EXAMINATION—6-Week Maximum Option

Student Name: _____________________
Examination Dates: From ________________________ To: ____________________

QUESTION 1
Date Question 1 Emailed: ________________________
Question 1 Returned on or Before: ________________________
Faculty Member Responsible for Question 1: ________________________
Wording of Question 1: ________________________

QUESTION 2
Date Question 2 Emailed: ________________________
Question 1 Returned on or Before: ________________________
Faculty Member Responsible for Question 2: ________________________
Wording of Question 2: ________________________

QUESTION 3
Date Question 3 Emailed: ________________________
Question 1 Returned on or Before: ________________________
Faculty Member Responsible for Question 3: ________________________
Wording of Question 3: ________________________

Final Notes:

- For each question, include a cover sheet with the question number, text of the question, and names of your committee members.
- Begin the narrative with your title and APA headings on page 2.
- All responses should be submitted in accordance with current APA Guidelines including double-spacing, 12 pt. font, Times New Roman, in-text citations, references, and title page. You do not, however, need to submit an abstract or include a running head with any of your responses.
- Please email your responses to the Comprehensive Examination Committee Chair on or before the deadline indicated.

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COMPREHENSIVE EXAMINATION
1-DAY OPTION

DATE: _____________________ FROM _____ A.M. TO _______ P.M.

(Typically, a maximum of 6 hours, approximately 2 hours per question.)

LOCATION: ______________________

Procedures:

- Access to a computer with no internet access.
- Cell phone must be turned over to the Advisor while answering each question. Access is available between questions.
- Advisor (or designee) provides one question at a time to the doctoral student.
- The student is allowed a break between each question.
- Doctoral student saves each answer to each question on a flash drive (provided by TEELP) before taking each break.
- Following each break Advisor (or designee) provides the next question.
- Doctoral student determines the amount of time spent on each question and how long each break lasts.
- The entire Comprehensive Examination is completed within the allotted timeframe determined by the Committee.
- The Committee determines what type of information is provided to the doctoral student prior to the examination. For example, exact wording of questions or only question topics.
- The Advisor/Chair will email details of the examination along with question information allowed by the Committee, allowances, and submission instructions prior to the date of the Comprehensive Examination.

Allowances:

For Example:

1) Doctoral can bring one 8½ x 11” paper with notes; one page for each question for a total three pages.
2) No citations required, but should the doctoral student decide to include citations, only the author’s name is required.

Submission Instructions:

For Example: For each answer, please follow these instructions:

1) Include a cover sheet with the question number and text of the question.
2) Begin your narrative with your title and current edition APA headings on page 2.
3) All responses should be submitted in 12-point font, double-spaced, in Times New Roman.

Note: Doctoral students are responsible for completion of required forms in a timely manner.
Teaching, Learning, & Teacher Education

QUESTION 1:

Information Given to Doctoral Student Regarding Question 1:

QUESTION 2:

Information Given to Doctoral Student Regarding Question 2:

QUESTION 3:

Information Given to Doctoral Student Regarding Question 3:

Note: Doctoral students are responsible for completion of required forms in a timely manner.