

Scheduling and Completing Your Written Qualifying/Comprehensive Exam

After your coursework is complete and your Faculty Advisor provides permission to take the written qualifying/comprehensive exam, follow these steps:

- 1) Enroll in EDUC 291 for 12 units with your Faculty Advisor in the term(s) you are preparing for the exam. Note: EDUC 291 is a variable unit course (1-12 units). You only need to add EDUC 291 if you are not enrolled in a total of 12 units for the purposes of financial aid or fellowship. If you are taking other courses while studying for your exam, then you do not have to add EDUC 291 unless you are short units to reach the 12 unit minimum for the term.
- 2) Email the Graduate Program Coordinator with your Faculty Advisor copied no later than the first week of instruction for the term you wish to take the exam. This email notification will initiate a conversation between the Graduate Program Coordinator and Faculty Advisor to identify the exam questions and readers.
- 3) Prepare for the exam by meeting with your Faculty Advisor for tips and reading recommendations.
- 4) Login to your UCR email account Friday morning of the [exam date](#) to receive your exam questions and format guide. The Graduate Program Coordinator will send all questions via email no later than 10am that morning. Responses are due the following Monday by 10am to the Graduate Program Coordinator.
- 5) Exam responses will be distributed to readers within 2 business days. Readers will be given 10 business days to provide their final grade. If a third reader is needed, additional time may be required before reporting the final results.
- 6) Once all exam responses are graded, either the Faculty Advisor or Graduate Program Coordinator will notify you via email of the exam results. If you wish to review reader comments, request an appointment with the Graduate Program Coordinator two days in advance to provide time for preparation.
- 7) If all sections are passed, you will begin to prepare your dissertation pre-proposal and should continue to enroll in EDUC 291 with your Faculty Advisor. If you do not pass one or more sections, you will have one more opportunity to retake the section(s) on the same topic (different question) the following quarter and will repeat steps 1-6.

Note: The evaluation process is anonymous to minimize bias; therefore, neither party will be identified.