

**NOTE: YOU ARE NOT ALLOWED TO SIGN UP TO TAKE YOUR COMPREHENSIVE EXAMINATION UNLESS YOU HAVE A FIVE-MEMBER COMMITTEE SET UP AND ARE IN YOUR LAST SEMESTER OF FULL-TIME COURSEWORK (excluding credit for dissertation and internships).**

**COMPREHENSIVE EXAMINATION SIGN-UP SHEET  
(must be completed no later than 2 weeks prior to the exam)**

NAME:	ANumber:
EdS, EdD, or PhD:	
EXAM TO BE TAKEN ( <b>Option A or Option B</b> ):	See option descriptions below
DATE EXAM TO BE TAKEN:	
PROFESSOR WRITING EXAM:	
ADVISOR:	PROCTOR:
COMPUTER NEEDED (OPTION A):	Prefer Mac <span style="margin-left: 100px;">Prefer PC</span>



Please list the members of your supervisory committee below:		

Verification of the above by chairperson: \_\_\_\_\_  
(signature required)

**Option A:** Students may take the exam as an 8-hour, on-campus computer-writing task, which is proctored by TEAL faculty. This option is done without notes or resources beyond a computer, so a list of references is not required. Students may use up to 10 pages per question for a 30-page limit. Students must be on time for the examinations. Starting time is 8:00AM. Dictionaries are permitted. No other books will be allowed. If using a computer, all data will be saved on the hard drive. If, at the end of the exam period you wish to copy your exam on to an empty flash drive you may do so. Or, if you do not have an empty flash drive you may ask the proctor to transfer it to a device (that you provide) at the end of your exam.

**Option B:** The second option is a 72-hour, at-home, exam targeting the same three areas. Students can use any resources and are expected to provide an accurate list of references and produce a polished response with a 30-page limit (10 pages per question, excluding references). The due date for completion of the exam can be arranged with Supervisory Committee Chair who consults with the other members of a student’s committee to draft the questions and determine when the exam will be scheduled.

**RE M I N D E R S:**

- Students must be enrolled the semester they take a comprehensive examination -- Continuing Graduate Advisement is acceptable.
- With approval of the Supervisory Committee Chair, students should notify the Doctoral Program Director (Dr. Nicole Pyle, [nicole.pyle@usu.edu](mailto:nicole.pyle@usu.edu)) of intent to take the exam. Students are then added to a Canvas platform that posts the Comprehensive Examination as an Assignment for which students submit their exam as an uploaded assignment.
- Submit exam sign-up sheet to Heather Ericson ([heather.ericson@usu.edu](mailto:heather.ericson@usu.edu)) in the TEAL Office, Room 385, in the Education Building, no later than two weeks prior to taking the exam.