

APPENDIX 3: Timeline of the Oral Comprehensive Exam

Person	12 months prior to exam	4 months prior to exam	2 months prior to exam	4 weeks prior to exam	2 weeks prior to exam	1 week prior to exam	Date of exam
ExMed		Remind student and supervisor that they must schedule oral comprehensive exam					
Academic Advisor (AA)	Request topics and/or keywords and/or questions to send to student to be reviewed for oral comprehensive exam		Request journal article from each committee member	Send selected journal article to student			Attend Meeting At the conclusion of the exam, compile all docs, including tracking forms, with scores and signatures to send to committee members, student, supervisor, and to ExMed
Committee Members (3)	Send AA topics and/or keywords and/or questions to student to be reviewed for oral comprehensive exam		Select one journal article related to research area of student and send to AA who will forward to student				Attend Meeting Bring Appendix 2 (evaluation grids) to be filled out at oral comprehensive exam
Supervisor(s)						Send confidential letter of support to AA and committee members	Attend Meeting
Student					Send journal article critique to committee members and AA	Send summary of research project to AA and committee members	Attend meeting Present article critique and research proposal to committee