

**Department of Psychology
Preliminary Exam Meeting**

General Information

Student Name: _____ Banner ID #: _____

Date of Meeting: _____

Comprehensive Exam Committee:

Chair: _____ Member: _____

Member: _____ Member: _____

The comprehensive exam committee must consist of at least three members approved for graduate instruction, two (including the chair) must hold tenure or tenure-track appointments. It is recommended that the committee include two faculty from your concentration and one from your second area of specialization.

Preliminary exam proposal Approved? Yes No (if no, please comment below)

Comprehensive Exam defense date: _____

Options: _____ Written Exam _____ Scholarly Review paper

Clinical Options: _____ option A (Position Statements) _____ option B (Scholarly Review Paper)

(attach a copy of the approved reading list, preliminary exam questions, or outline for review paper)

Comments:

Signatures:

Signature of committee chair

Date

Signature of department chair

Date

(Please route to department advisor for student file)

Comprehensive Examination

The University of New Mexico requires that every doctoral student take and pass a comprehensive exam. This examination, which may be written, oral or both, is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. The Psychology department's comprehensive exam procedures are listed below, please refer to the department guidelines for detailed information.

Upon completion of the thesis, or 12 credits of course work in residence (if you have an approved Thesis from another institute), students may initiate their comprehensive exams. There are several steps you must take to complete your comps:

1. Form a Comprehensive Exam Committee in consultation with your faculty advisor.
2. Schedule a preliminary exam meeting with your committee
3. Complete the preliminary exam questions within the time allotted and take the exam.
4. Read the Preliminary and Comprehensive Exam policy in the *Department of Psychology Guidelines for Graduate Students*
5. Take the comprehensive exam within 6 months following the preliminary exam meeting
6. Meet the qualifications for comprehensive exam the semester in which you take the exam:

Qualifications for Comprehensive exam

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. The student must be enrolled in a minimum of one credit of graduate course work the semester in which he/she takes the doctoral comprehensive examination.
3. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam (**see dept. advisor**). It may not be conducted until the Dean of Graduate Studies approves the appropriate [announcement form](#) and it is returned to the unit.
4. The doctoral comprehensive examination committee consists of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4.
5. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.
6. Barring extraordinary circumstances, the graduate unit will notify the student of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit will notify the student in writing of the reason for the delay and let him/her know when notification can be expected.
7. The results of the examination must be reported to the Dean of Graduate Studies on the "[Report of Examination](#)" form no later than two weeks after the date of the examination.

If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure will result in the student's termination from the program.

Comprehensive Exam Committee

In consultation with your faculty advisor, you will select a comprehensive exam committee. The committee must consist of three faculty members to compose and grade the exam. It is recommended that the committee include two faculty from the major area and one from the minor area, although this is not required. Once selected, the student will schedule the Preliminary exam.

Comprehensive Exam (defense)

An Announcement of Exam form must be processed prior to your exam. You must notify the department Advisor 3 weeks prior to the exam to process this form. If the comprehensive exam is not approved by the Dean of Graduate Studies, you may have to retake your comps.