

Master's (non-thesis) Progress Checklist

During your first year (second semester), you should be doing the following:

1. Have a plan of study worksheet approved with the Graduate Committee by the 12th week of your second semester.
 - Complete 33 hours of credit by the end of the semester in which you are taking your exams. You must complete a total of 36 hours to graduate.
2. Have an approved electronic plan of study filed with the Graduate School.
 - You can access the electronic plan of study form via myPurdue. To begin your plan of study (POS), click on the Plan of Study Generator (POSG) link, then click on "Create new plan of study" link. Once in the POSG, refer to the Help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your plan of study and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must login to myPurdue.
 - Note: No Comprehensive Exam can be scheduled until the student has an approved electronic plan of study on file with the Graduate School.

Before you can take comprehensive exams, you must:

3. At least a month before the exam period, meet with your advisor to break down your course work into "testing blocks" that total 8 hours of exams.
 - Your comprehensive exam committee is the same as your advisory committee as listed on your plan of study.
4. Unless notified otherwise:
 - Fall exam period starts on Monday following October Break;
 - Spring exam period starts the second Monday after Spring Break.
5. Your advisor sends out a memo to your committee members informing them of the dates of the exams and specific number of hours (and which course work) their questions should cover.

6. You need to meet with each committee member to discuss potential questions and areas of study.
7. **At least two weeks** before the date you wish to begin your comprehensive exam you should complete the Comprehensive Exam Request.
 - A room will **not** be reserved for your comprehensive exam unless you submit the request in time.
8. At least one week before the exam, your committee members should forward their questions to the Graduate Coordinator.
9. The day of your exam you will go to the Graduate Coordinators office to pick up a laptop and flash drive.
 - The flash drive will have your question(s) on it and you will save your response to the flash drive.
 - The Graduate Coordinator will unlock the room reserved for your exam and answer any questions you may have before you begin your exam.
 - Once you have finished your exam you will return the laptop and flash drive to the Graduate Coordinator.
 - The Graduate Coordinator will distribute copies to your chair or co-chairs and committee members.
10. About two weeks after the exam period, you will receive feedback from your advisor.

Possible outcomes include:

 - a) You are completely finished.
 - b) You will be asked to rewrite one or more exam answers.
 - c) An oral exam will be scheduled with your committee.
 - d) You will need to remain one more semester to retake exams or courses.
11. After you have completed your comprehensive exam the Graduate Coordinator will complete and submit an electronic Graduate School Form 7 to your chair or co-chairs and committee members.
12. Your chair or co-chairs and committee members will sign off on the Form 7 and designate if you have passed or failed your comprehensive exam.