

## Proposal/Comprehensive Examination Checklist (DP/CE)

All (DP/CE) information and forms can be found on our [Forms page](#)

	Students admitted to a Graduate Diploma, Master’s degree program or Doctoral degree program must maintain <a href="#">continuous registration</a> , including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> page. <b>Note:</b> Students who have completed course work and are working on a DP/CE should enrol in EDUC 6000 each term.
	Once students accept their offer to the PhD program and meet with their assigned Supervisor, students are required to have the Supervisor “officially assigned” by submitting a completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval</a> on the SSC portal for GPE and Faculty of Graduate Studies (FGS) approval at that time.
	In discussions with your Supervisor, <b>no later than the end of the sixth term (F/T) or the ninth term (P/T) or end of second term of study of PhD year 3</b> , students are required to have their Supervisory Committee “officially assigned” by submitting another completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Portal</a> for GPE and FGS approval.
	While consulting with your Supervisor, begin work on your Dissertation Proposal. Be sure to also consult the <i>GPE and FGS guidelines for Dissertation Proposals</i> .
	Meetings with Supervisor should normally be held once a month.
	Meet with members of your Supervisory Committee to discuss the proposal.
	Once all your Committee members have approved that you may proceed to the Dissertation Proposal/Comprehensive Oral Examination (DP/CE), you must submit the completed/signed <b>Request for Comprehensive Exam</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> and <b>must be registered as active for the term in which the Comprehensive Exam is scheduled to take place</b> .
	Immediately following the <i>DP/CE</i> the supervisor submits the completed/signed <b>Comprehensive Exam Final Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	If no ethics review is required, the student submits an <b>electronic copy</b> of the Dissertation Proposal, <b>plus the completed/signed TD1 form</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> , within two weeks of the Comprehensive Exam for GPE and FGS approval.
	OR, if ethics review is required the student submits an <b>electronic copy</b> of the Dissertation Proposal, <b>plus the completed/signed TD1 form &amp; ethics forms</b> to the GPE Office for GPE and FGS approval. See the Ethics info on our <a href="#">Forms</a> page for the appropriate forms to accompany the proposal.

Further detailed Dissertation information can be found on the [FGS-Doctoral Dissertation site](#).