

GFWS Comprehensive Examination Checklist

Detailed information on the comprehensive examination process can be found under [GFWS Degree Requirements](#). **NOTE:** FGS regulations require that students must complete the comprehensive examination by the end of the third year of study.

	<p>Before beginning their comprehensive exams, students must officially establish their Supervisory Committee by submitting the Supervisory Committee Approval Form to gpagfws@yorku.ca. NOTE: FGS regulations require that students must have a Supervisor approved by the end of the fifth term of study and a Supervisory Committee approved by the end of the eighth term of study.</p>
	<p>In consultation with the Committee, the student develops the topics and readings lists for each of the General and the Specific exams, and selects a written exam option and timeframe. The Supervisory Committee will meet with the student at least once to formulate and finalize the lists.</p>
	<p>Once the Committee approves the lists, the student submits the PhD Comprehensive Examination Reading Lists Form with copies of the reading lists to gpagfws@yorku.ca.</p>
	<p>The student studies for the exam, reading the material on their Specific and General lists and maintaining regular contact with their Supervisor. NOTE: normally, studying for the exam is completed in one term and no more than two terms.</p>
	<p>The student prepares two 4-page summary statements with questions (one for each list) and, only if the course syllabus option is chosen, one course outline and lecture. The Supervisory Committee meets with the student to discuss them.</p>
	<p>Once the committee has agreed the summary statements, sample questions, and (optional) course outline are acceptable, the student submits a Request for PhD Comprehensive Examination Form to gpagfws@yorku.ca, which includes an agreed upon timeframe and date for the written and oral exams. NOTE: The form must be submitted one month before the exam date.</p>
	<p>The student completes the written exam in the agreed upon timeframe. Students receive their exam questions from and submit their written exams to the Graduate Program Office (gpagfws@yorku.ca).</p>
	<p>The student completes the oral exam with the Supervisory Committee, normally, about two weeks after completion of the written examination. The oral exam covers the written exam, the course outline and lecture (optional), and all materials on the reading lists.</p>
	<p>At the conclusion of the oral examination, the Committee completes and signs the PhD Comprehensive Examination Evaluation Form and the Supervisor submits it to gpagfws@yorku.ca.</p>