

Instructions for Comprehensive Examination Report (CER)

Doctoral Students Form Only

Students take the comprehensive examination after giving evidence to their doctoral committee of adequate academic achievement by successfully completing all or most coursework requirements for their doctoral degree. The comprehensive examination usually marks the end of formal coursework and the beginning of concentrated work on dissertation research and preparation. The student must be enrolled in the term in which he/she takes the Comprehensive Examination.

- Complete the Comprehensive Examination Report in its entirety
- The Committee Chairperson/Supervisor will record the result of the Comprehensive Examination Report and the Committee's recommendations
- Acquire (typically done by Chairperson/Supervisor) **REQUIRED** signatures from
 - Chairperson/Supervisor
 - Committee Members
 - Graduate Advisor/Coordinator
 - Student
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via gradteam@uta.edu

The Office of the Registrar must receive this report after each administered examination, regardless of the outcome of the examination. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.

All doctoral students must be aware of requirements and deadlines associated with the dissertation, final defense, and submission of the final copy of the dissertation to the Library.

<https://www.uta.edu/records/graduation/deadlines.php>

<https://library.uta.edu/etd>

Milestones are manually added and will be displayed in the Student Center for all completed status. They can also be seen on the students Maverick Academic Progress Report (MAP), but only the passed unconditional status - other results will not reflect on the MAP.

**University of Texas at Arlington
Office of the Registrar
Graduation Team**

University Administration Building
Room 129 · Box 19088
701 South Nedderman Dr
Arlington, TX 76019-0088

Phone: 817-272-3372
Email: gradteam@uta.edu

Reminder: Make sure you retain a copy for your records.

The University of Texas at Arlington
COMPREHENSIVE EXAMINATION REPORT (CER)

This report must be submitted to the Office of the Registrar, via email to gradteam@uta.edu, after the examination is administered regardless of the outcome of the defense. Students & advisors should consult the current Graduate Catalog for deadline dates applicable to the administration & report of the exam. The student must be enrolled in the term in which he/she takes the Comprehensive Exam. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.

Student: _____ Date of Examination: _____
Last Name: _____ First Name: _____

UTA ID: _____ Dept: _____ College/School: _____ Anticipated Grad Term: _____

Degree Plan _____ Supervisor: _____

Example: English PhD

The above-named student, under the direction of their committee, completed the Comprehensive Examination with the following results

Passed Unconditionally, to begin dissertation research in the Doctor of Philosophy degree plan named above

Passed, with following conditions that must be satisfied

Failed, with permission to retake with these stipulations

Failed, dismissed from the program

Name (typed)

Signature

Date (mm/dd/yyyy)

Student