

MA in History
Comprehensive Examination Checklist
for Graduate Students and Faculty Mentors

Non-Thesis Option
(see next page for Thesis Option)

Apply for Graduation with the Graduate School by the semester deadline:
http://www.eiu.edu/graduate/students_graduation.php

Meeting with Graduate Coordinator to make sure necessary credit hours are taken and to discuss examination process. (Semester before exams are to be taken) (date): _____

Examination Committee:

Mentor and First Major Field Examiner (Written and orals): _____

Second Major Field Examiner (Written and orals): _____

Minor Field Examiner (orals) : _____

Bibliography submitted to all three examiners: (date): _____

Revised research paper submitted to examination committee (date): _____ (Revised research paper considered part of the examination materials and may be discussed as part of the oral examination.)

Written Examination Date: _____ (Space and departmental laptop must be scheduled with department secretary; no personal laptops may be used.)

Oral Examination Date/Time : _____ (Space must be scheduled with department secretary)

Written examination form, certificate of comprehensive knowledge, and revised research paper submitted to Graduate Coordinator (date): _____

Exit interview with Graduate Coordinator scheduled (date): _____

Return grad lab key to Coordinator (date): _____

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Thesis Option:

Apply for Graduation with the Graduate School by the semester deadline:

http://www.eiu.edu/graduate/students_graduation.php

Thesis proposal approved by Graduate Committee prior to student registering for thesis credits (date): _____

Graduate School Thesis Manual consulted (Date): _____

(The Graduate School and the University have specific guidelines for the physical format of the thesis, which must be deposited at Booth Library before a degree is conferred. Consult the Thesis Manual before and during the examination process: http://www.eiu.edu/graduate/pdf/thesisresearch_manual.pdf)

Meeting with Graduate Coordinator to make sure necessary credit hours are taken and to discuss examination process. (Semester before exams are to be taken) (date): _____

Examination Committee:

Thesis advisor: _____

Committee member: _____

Committee member: _____

Other member(s) (optional): _____

Written examination committee member (thesis advisor): _____

Written examination committee member (second thesis committee member):

Bibliography (for written and oral exam) submitted to all examiners: (date): _____

Written examination (major field) (date): _____ (space and departmental laptop must be scheduled with department secretary; no personal laptops may be used.)

Thesis defense (oral examination) (date): _____ (Space must be scheduled with department secretary)

Written examination completion form and certificate of comprehensive knowledge submitted to Graduate Coordinator (date): _____

Thesis cover sheets signed by committee members and department chair (date): _____

Thesis maintenance/copyright form signed by Graduate Coordinator (date): _____

Thesis withholding form signed by Graduate Coordinator (only if applicable—see Thesis Manual) (date):

Thesis deposited in Booth (2 standard copies, plus one copy for department paid for by department. *Consult the Thesis Manual for specific paper quality and formatting guidelines.*) (date): _____

Exit interview with Graduate Coordinator scheduled and grad lab key returned (date): _____