

Timeline and Instructions

FALL SEMESTER OF YEAR 2

September: Student checks DegreeWorks to confirm completion of coursework requirements by the 2nd semester of the second year (with the exception of Practicum II). Student completes section 1 of CERF form (below) and emails it to the DGS and GA, requesting a meeting to select committee and to discuss exam format and revised coursework essay.

No later than October 15: Student meets (in order):

1. DGS to select Committee Chair for their Major Field
2. Committee Chair to discuss major field and select Second Committee Member
3. Second Committee Member. At the meetings with Chair and 2nd Member of Committee, student gets initials on two faculty approval lines on the Exam Format portion of the CERF.

November-December:

- May exams: student registers for the Spring semester ENGL 0930 PHD EXAM through my.fordham. student is sent exam date confirmation. Exams are scheduled during reading days (see FCRH Calendar).
- August Exams: student registers for the Spring semester ENGL 0912 Requirement Prep if they are not registered for any other credited coursework (Note: ENGL 5999 which is taken in the Spring is 0 credits).

SPRING SEMESTER OF YEAR 2

1st Day of the Semester (See Academic Calendar): Student submits Revised Coursework Essay. (Submission format: three copies in separate folders with each folder labeled with the Student's name and the names of the Faculty Readers to the Graduate Administrator in Dealy 525W and an electronic copy emailed to the DGS and GA).

30 Days Prior to May Exams: Student submits Annotated Syllabus. (Submission Format: an electronic copy emailed to the DGS and GA). Student emails a copy of their CERF in Word format to the DGS and GA. This serves as a basis for the exam scheduling confirmations and grading paperwork.

March-April

- May exams: student registers for the Fall ENGL 0950 (Proposal Development) and ENGL 8935 (Diss. Seminar).
- August exams: student registers for the Summer Session 2 ENGL 0930 through my.fordham and registers for the Fall semester ENGL 0950 (Proposal Development) and ENGL 8935 (Diss. Seminar).

May Reading Days

Student completes the Oral Exam. After the successful completion, student reviews dissertation stage documentation and follows the instructions on the Dissertation Proposal Checklist to confirm their dissertation mentor (with email cc'd to the DGS and GA).

April-May.

Student receives confirmation of August exam date.

30 Days Prior to August Exams: Student submits Annotated Syllabus (see above for submission format). Student emails a copy of their CERF in Word format to the Graduate Administrator. This serves as a basis for the exam scheduling confirmations and grading paperwork.

COMPREHENSIVE EXAM REGISTRATION FORM (CERF)

Section 1. Student Information and Exam Date

Late Spring

Late Summer

Year

NAME (Last, First) _____ Student FIN# _____

ADDRESS _____

PHONE _____

EMAIL _____

Section 2. Exam Format

Committee:

Chair (Major Field): _____ Faculty approval: _____

Member 2 (Major Field): _____ Faculty approval: _____

Member 3 (Minor Field 1): _____ DGS approval: _____

Member 4: (Minor Field 2) _____ DGS approval: _____

Fields:

DGS approval: _____

Major Historical: _____

Minor Field 1: _____

Minor Field 2 : _____

Revised Coursework Essay:

Faculty Reader 1: _____

Faculty Reader 2: _____

Annotated Syllabus: