

PhD Comprehensive Checklist

Pre-Planning (at least 5 weeks before you complete this milestone)

1. Discuss the committee make-up with your supervisor. When you have this information confirmed, send an email to your grad coordinator and a chair will be assigned.

This MUST be done before starting the process

2. Poll the committee (including the chair) to find the best date/time for your comprehensive. Decide if your comprehensive is in person/hybrid/fully online, and if required contact the [Administrative Coordinator](#) to book a room. Please note TEAMS is the remote platform that we use. If you prefer another platform, you will need to provide the link to that platform.

3. Submit your completed [PHD Comprehensive Examination form](#) to your grad coordinator. **The grad coordinator will create the calendar invite and include all relevant information in the invitation.**

If remote/ hybrid, Judy will provide a TEAM'S link. If you prefer another platform, the connection information needs to be provided to Judy.

4. Complete the PhD [Comprehensive RegistrationForm](#)

5. For more Information about completing your PhD Comprehensive milestone, the associated requirements and the process for booking your examination, you can also refer to the Faculty of Engineering's [PhD Comprehensive Exam](#) page.

6. Prior to your comprehensive exam date, if you are planning to do this remotely or hybrid, you are strongly encouraged to reach out to our [IT personnel](#) to test your connection.

7. Once completed with a Category 1 pass, the milestone is typically updated on your transcript within 3-5 business days.

8. Celebrate!