

PhD Comprehensive Checklist

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

1. Contact [Judy](#) to be assigned a Chair for your Comprehensive Exam.
This MUST be done before starting the process
2. Coordinate the date and time of the comprehensive with your examining committee, including the assigned chair. Contact [Erene](#) to book the location
3. Submit your completed [PhD Comprehensive Examination](#) Form to Judy, please provide Judy with the time/date and location of your PhD Comprehensive. Also indicate if the comprehensive is remote/ hybrid/ in-person. **Judy will create the calendar invite. Please do not do this.**
If remote/ hybrid Judy will provide a TEAMS link. If you prefer another platform, the connection information needs to be provided to Judy.
4. Complete the PhD [Comprehensive Registration Form](#)
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! 🎉