How to Schedule Comprehensive Exams

UPDATED 11/2014
All exams will use departmental subject codes. The COMP and ORAL subject codes are inactive.

<table>
<thead>
<tr>
<th>Comprehensive Exam</th>
<th>Undergraduate Code</th>
<th>Master's Code</th>
<th>Doctoral Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>498</td>
<td>698A—Comps w/classes</td>
<td>998A—Comps w/classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>698B—Comps w/o classes</td>
<td>998B—Comps w/o classes</td>
</tr>
<tr>
<td>Dissertation Guidance</td>
<td></td>
<td></td>
<td>996—Doctoral students who are working on their dissertation, including those planning to defend, should enroll in their dept. dissertation guidance course</td>
</tr>
</tbody>
</table>
Scheduling Comps

- Add your school/department exams to the class offerings.
- Each department should identify the day and time of their comprehensive exam while building their semester schedule.
- All comprehensive exam dates will be noted in Cardinal Station under the “Course Notes” tab. This will allow students to be aware of the exam date at the point of registration.
- **Please enter an R25 request for your comprehensive exam** by navigating to events.cua.edu and entering the date, time, expected head count, and any technological or room set-up needs.
- Any questions may be directed to CUA-Classes@cua.edu.
We are no longer setting comprehensive exam dates in the Academic Calendar.

* Departments may scheduled comprehensive exams beginning the Monday after the add/drop deadline for the semester through the deadline for students to withdraw from a class with a “W” grade.
“Basic Data” Tab: Add relevant department comps in Session 1 by the scheduling deadline to ensure they are included, with an accurate add/drop deadline, in your department’s semester schedule.
• On the “Meetings” tab, enter the **date** the exam will be held, but not the start or end time.
  • **If you enter a meeting time, it will cause conflicts with students’ other courses and Cardinal Station will not allow the student to register.**
• Fill in the room characteristic code to note the type of room needed for the exam.
Scheduling Comps: “Enrollment” Tab

- Adjust the consent requirement to reflect your department preference.
  - Add “Dept. Cnsnt Required” if you wish to have all students contact the department for permission prior to registering for the exam.
  - Consider editing the drop consent field if you wish to require students to seek consent before dropping the comps course.

- Adjust the enrollment capacity and requested room capacity to reflect the anticipated number of students taking the exams. If you wish students to spread out (i.e. have empty seats between them), be sure to request a large-enough room.
Each department should identify the date/time of their comprehensive exam while building their semester schedule.

Date limitations:
- Cannot take place PRIOT TO the semester’s add/drop deadline
- Cannot take place on any Administrative Class days
- Cannot take place on Reading Days or University holidays
- Must be completed by the deadline to withdraw from classes with a “W” grade for that semester.

All comprehensive exam dates will be noted in Cardinal Station in the “Notes” tab. This allows students to see the exam date while registering for classes. Please submit an events.cua.edu request for classroom space by the scheduling deadline.