

CHECKLIST FOR SOCIOLOGY MA STUDENTS: COMPREHENSIVE EXAM TRACK

Complete by the end of the first semester of study:

- Secure an advisor and verify with the Director of Graduate Studies

Complete by the end of the third semester of study:

- Complete all required core courses (SOC 501, 551, 552, 553)
- Decide when the comprehensive exam will be taken (Fall semester in October or Spring semester in March)

Complete in the exam semester (not necessarily the final semester) of study:

- File the *Comprehensive Exam Registration Form* at the beginning of the exam semester, and no later than one month prior to the exam date (Departmental requirement)
- Be enrolled in at least 1 credit hour, or pay an exam fee and file the *Examination Fee Form* no later than one month prior to the exam date with Graduate Student Services (Graduate School requirement)
- Take the comprehensive exam and pass all sections

Complete by the final semester of study:

- Complete 24 credits of additional graduate electives
- Verify that all transfers of credit, course substitutions, and waivers have been applied to the degree audit
- Verify that a minor has been filed and all requirements have been satisfied for the graduate minor (if applicable)
- Verify that a *Graduate Student Progress Report* was submitted each semester (Department requirement)
- Complete a *STAR Degree Audit* verifying all departmental and university requirements have been met
- Return all NMSU issued keys, property, and resources to the Department of Sociology