



Process for Requesting Comprehensive Exam Dates

The English Business Office has established set deadlines for graduate students to notify the Graduate Program Coordinator (GPC) of their ****officially scheduled exam date**** OR ****anticipated exam semester****. The Business Office can better prepare the budget by requesting both the officially scheduled and the anticipated exam semester, as long as those sharing *anticipated* semesters are in or nearing the exam stage.

Please read the following new practice and make note of deadlines related to salary increases for those passing Comprehensive (Comps) exams.

DEFINITIONS

Exam Semester: this is the semester you are scheduled to take or want to take your exam.

Exam Date Request Notice: this is the deadline date you have to inform [Marcia Simon](#), Graduate Program Coordinator (GPC), of the semester you will or plan to take your exam.

Passing Notice: this is the deadline date the GPC **and** [Mónica De Soto Vega](#), Manager of Academic Programs, must be notified of your exam completion and passing. It is important to note that the system update for the effective semester salary increase, cannot be submitted after these deadline dates.

Graduate Student Exam Notification Deadlines			
Exam Semester (Scheduled OR Anticipated)	Deadline Dates		Effective Semester
	Exam Date Request Notice*	Passing Notice	Salary Increase Takes Effect
Fall	May 15	December 1	Winter Session if applicable OR Subsequent Spring semester
		AFTER December 1	Summer Session if applicable OR Subsequent Fall semester
Spring	December 10	April 15	Summer <i>Pre-Session</i> if applicable
		May 1	Summer Session I & II if applicable
		AFTER May 15	Subsequent Fall

*LIT, RCTE, and SLAT students will submit exam date or *anticipated* exam semester notifications by emailing Marcia Simon, Graduate Program Coordinator at mmarma@email.arizona.edu.

IMPORTANT NOTE: Because the finalized budget would not have accounted for the increase, a pay increase cannot take effect until the following year for those who miss the applicable ****Exam Date Notice**** deadline. This is the case for those who choose to schedule and/or complete exams after the deadline(s), including instances when the exam is completed and the passing notice is received beyond the ****Passing Notice**** deadline.

Contact Marcia Simon at mmarma@email.arizona.edu with questions regarding this notice and/or to check your exam stage status.