

COMPREHENSIVE EXAMINATION CHECKLIST

1. Student must choose a Committee consisting of three SCCJ graduate faculty.
2. Student should fill out the "Appointment of Comprehensive Exam Committee for the Doctoral Degree" form. This is an in-house form available in the file room. The form must have all members listed (copy to student and original in the master file in SCCJ). Note: You are allowed to change a committee member, if you wish to do so, this form must be completed again.
3. Student must schedule a topic approval meeting with the three committee members. Student should consult their committee members on what should be in writing before this meeting.
4. Submit completed comp to committee with 2 weeks to review it.
5. Obtain feedback from committee members on whether or not it is acceptable to move forward with oral defense.
6. Make necessary revisions, if it is a revise and resubmit.
7. Schedule final oral defense on the comp.
8. If the student successfully orally defends the comp, he/she should obtain the signatures of the comp committee on the original "Appointment of Comprehensive Exam Committee for the Doctoral Degree" form indicating successful completion and obtain the graduate chairs signature as well (copy to student and original to student SCCJ master file).
9. The Comprehensive Exam Committee must select one member to contact the Graduate Chair with the results of the defense.
10. Apply for "Candidacy" by submitting the "Application for Candidacy for the Doctoral Degree" form (online – copy for student, copy to SCCJ master file, original to Graduate College).
11. Once the student has "Candidacy" they must remain continuously enrolled in at least 1 credit hour in order to maintain their candidacy. If they fail to do so, they must start over with a new comprehensive examination in order to achieve candidacy again.