**NOTIFICATION OF READINESS TO TEST FOR CANDIDACY**

**TO APPLY FOR MAJOR COMPREHENSIVE EXAMS:**

- You must have a plan of study on file in the Office of Graduate Student Services,
- You must have completed appropriate Minor/Cognate area examinations (if applicable).

**INSTRUCTIONS:**

1. Students must complete all documents within this file, allowing at least one month for clearance before expected date of examination. Comprehensive examinations can begin only after the students are notified that they are cleared and all current course work has been completed. The only exception requires the “Permission to Take Comprehensive Examination During Final Semester of Coursework” form attached in this packet.

2. The Comprehensive Exam Committee must be specified. The form with the committee structure is enclosed. The committee members develop comprehensive exam questions. The committee decides the appropriate format for the questions from one of the options listed below. Follow the procedure for administration of exam with the student’s academic school.

   - **Format 1** is eight hours in length, written in four-hour sessions on two consecutive days and proctored by faculty or staff. The College of Education, Health, and Human Services will provide the appropriate technology, and reserves the right to require students to use laptop computers.
   - **Format 2** is four take-home questions, given at one time to the student. Two weeks per question (eight weeks total).
   - **Format 3** is two take-home questions and a portfolio. The portfolio is to be turned in when the questions are given. The questions must be completed within four weeks (two weeks per question).
   - **Format 4 Physical Education/Exercise Physiology** has five questions taken over two and a half days totaling twenty hours.
   - **Format 5 Speech Pathology and Audiology** has no set number of questions covering the major and two minors taken over four to five days totaling sixteen hours.
   - **Format 6 Counselor Education and Supervision** has five questions covering three consecutive days for four hours each day and proctored by faculty or staff. The College of Education, Health, and Human Services will provide the appropriate technology, and reserves the right to require students to use laptop computers.
   - **Format 7 Educational Administration-Higher Education** has the student prepare eight questions, each of which refers to content of three or more courses. Faculty choose (and may modify) four of these questions. Two questions are emailed to the student each morning on two successive eight-hour days. One rewrite is allowed and only one oral defense is permitted.
   - **Format 8 Evaluation and Measurement** Evaluation and Measurement has the student prepare a portfolio containing three essays and a Dissertation research pre-proposal. Three essays from three major programmatic areas (i.e., Statistics, Research Methods, and Measurement) are submitted. These essays are derived from previous coursework or independent research conducted in those areas since admission to the program. Additionally, students will prepare and submit a Dissertation pre-proposal of approximately ten pages containing a research topic, aims/objectives, research questions, and specifically, detailed Methodology. Dates administered through the School.

3. After the responses to each of the questions have been presented to the committee, the committee will meet with the student to determine deficiencies (if any), then proceed to the oral examination.

4. The oral examination is to be scheduled within 30 days of completion of the written examination.

5. Once both written and oral examinations are complete, the committee will submit the **Written Comprehensive Examination** and the **Oral Comprehensive Examination** forms.
KENT STATE UNIVERSITY
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES
OFFICE OF GRADUATE STUDENT SERVICES (OGSS), ROOM 418 WHITE HALL
APPLICATION FOR PH.D. MAJOR COMPREHENSIVE EXAMINATION

Date of Application __________________________ Anticipated Exam Date __________________________

Student Name__________________________ KSU ID#___________ KSU Email____________

THE FOLLOWING MUST BE SUBMITTED ALONG WITH YOUR APPLICATION:

Copy of plan of study is attached: Original must be on file in OGSS prior to applying for comprehensive exams. Any changes made after filing your original plan of study must be noted on enclosed Plan of Study Changes. DO NOT submit a REVISED plan of study with comprehensive exam application.

PLEASE SELECT THE APPLICABLE COMPREHENSIVE EXAM OPTION:

☐ Format 1 – Can be eight hours in length, written in four-hour sessions on two consecutive days proctored by faculty/staff or a combination of one 4-hour day proctored by faculty/staff and take home questions. Established dates administered through your School.

☐ Format 2 - Four take-home questions prepared by Advisory Committee

☐ Format 3 - Portfolio & two take-home questions

☐ Format 4 - Physical Education/Exercise Physiology – Five questions over 2 ½ days-20 hrs.

☐ Format 5 - Speech Pathology and Audiology – No set number of questions covering major and 2 minors taken 4-5 days (16 hours)

☐ Format 6 – Counselor Education and Supervision – 5 questions covering a 3-day period for 4 hours each day. Established dates administered through School

☐ Format 7 - Educational Administration-Higher Education has the student prepare eight questions, each of which refers to content of three or more courses. Faculty choose (and may modify) four of these questions. Two questions will be emailed to the student each morning on two successive eight-hour days. One rewrite is allowed and only one oral defense is permitted

☐ Format 8 - Evaluation and Measurement has the student prepare a portfolio containing three essays and a Dissertation research pre-proposal. Three essays from three major programmatic areas (i.e., Statistics, Research Methods, and Measurement) are submitted. These essays are derived from previous coursework or independent research conducted in those areas since admission to the program. Additionally, students will prepare and submit a Dissertation pre-proposal of approximately ten pages containing a research topic, aims/objectives, research questions, and specifically, detailed Methodology. Dates administered through the School. Dates administered through School.

APPROVAL: The signatures below indicate the student’s status has been reviewed and that it is appropriate to schedule the examination at this time.

__________________________          __________________________
Major Area Advisor Co-Advisor/Committee Member

__________________________
Doctoral Student

Comprehensive Exam Packet Updated 11/15/2019
ONLY COMPLETE THIS FORM IF SEEKING PERMISSION TO TAKE DOCTORAL COMPREHENSIVE EXAMINATION DURING FINAL SEMESTER OF COURSEWORK

This form must be completed and turned in with their comprehensive exam application before students are permitted to sit for the comprehensive exam in their final semester of coursework.

________________________________________  __________________________
Student Name                                      Date

Semester in which you intend to take the comprehensive examination: __________________________________________

   Term   Year

List the courses you will be enrolled in while taking the comprehensive examination:

1) __________________________________________

2) __________________________________________

3) __________________________________________

4) __________________________________________

Please note: A student may not register for Dissertation I until all coursework is completed with grades submitted and the student passes the written and oral comprehensive examinations. Any student who fails to complete coursework during the semester that the comprehensive examination is administered will not be able to register for dissertation hours nor move forward until all issues have been resolved.

__________________________  __________________________
Major Area Advisor            Co-Advisor/Committee Member

________________________________________
Doctoral Student

APPROVAL: The signatures below indicate the student’s status has been reviewed and that it is appropriate to schedule the examination at this time.
COMPREHENSIVE EXAM COMMITTEE

Note: This faculty will be preparing and grading written/oral comprehensive exam.

1-Advisor Print ___________________ Sign ___________________

Co-Advisor/Committee
2-Member Print ___________________ Sign ___________________

3-Outside Member? □ Yes—OGSS obtains signature □ No
Outside Member Print Name_______________________ Email_______________________
Outside Member Signature________________________

4-Optional Member? □ Yes---OGSS obtains signature □ No
Optional Member Print Name_______________________ Email_______________________
Optional Member Signature________________________

THE COMPREHENSIVE EXAMINATION COMMITTEE WILL CONSIST OF

• A MINIMUM OF TWO (2) MEMBERS FROM THE STUDENT’S PROGRAM AREA.
  -Major advisor (or co-advisor) from the major program area
  -Second member (or co-advisor) from the major program area

• OPTIONAL MEMBERS MAY BE INCLUDED FROM OUTSIDE THE PROGRAM AREA (IN SOME
  PROGRAMS, THE OUTSIDE MEMBER(S) WILL CONTRIBUTE A QUESTION AND BE
  RESPONSIBLE FOR EVALUATING THAT QUESTION)

• COMMITTEE MEMBERS MUST HAVE AT LEAST ASSOCIATE LEVEL GRADUATE FACULTY
  STATUS. If the major advisor has associate graduate faculty rank, the co-advisor
  or second major advisor must hold full graduate faculty rank. For a complete list
  of Full and Associate members of the College of Education, Health, and Human
  Services please contact Luci Wymer awymer@kent.edu

• CHECK WITH PROGRAM AREA FOR ADDITIONAL REQUIREMENTS FOR COMMITTEE
  STRUCTURE. SOME PROGRAM AREAS REQUIRE A MINIMUM OF FOUR (4) MEMBERS.
### PLAN OF STUDY CHANGES

*Instructions: If any course changes have been made since you filed your original prospectus, please list the change(s) in the area below.*

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*Approval: Signatures of the Major Advisor and the doctoral student indicate the changes to the prospectus outlined above have been approved.*

Major Advisor  ______________________________       Date______________
Co-Advisor/Committee Member  _____________________       Date______________
Doctoral Student  ______________________________       Date______________