

# COMPREHENSIVE EXAMINATION FORM (PH.D. & ED.D.)



WARNER  
SCHOOL OF EDUCATION  
UNIVERSITY of ROCHESTER

**WARNER GRADUATE SCHOOL OF EDUCATION  
AND HUMAN DEVELOPMENT**

**COMPREHENSIVE EXAMINATION FORM**

Congratulations upon reaching the final stage prior to beginning the dissertation process! The Warner School is committed to supporting your efforts to complete your comprehensive exam.

The procedure described below and on the following pages is required for all doctoral students. **Specific information on the nature, format, and content of the comprehensive exam can be obtained from your academic advisor or program chair, not from the Office of Student Services.**

**ATTN: EDUCATIONAL LEADERSHIP STUDENTS:** You must also use the document *Educational Leadership Program Comprehensive Examination*, which can be obtained in the Office of Student Services or at the reception desk, or at [www.rochester.edu/warner](http://www.rochester.edu/warner) (click on Programs and Courses, then Educational Leadership, then scroll down to Educational Leadership Department Information, and click on Educational Leadership Comprehensive Examination Information).

Upon successful completion of the exam, it is your responsibility to complete the top of page 4, obtain faculty signatures for page 4, and then submit page 4 to:  
**Brenda Grosswirth**  
**Administrator, Office of Student Services**  
**Dewey Hall 2-161F**

**A. STUDENT INFORMATION**

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Address \_\_\_\_\_

Street	City	State	Zip Code
(      )	(      )	(      )	(      )

Telephone \_\_\_\_\_

Home	Office	Cell	
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E-mail Address \_\_\_\_\_

Degree       EdD     PhD    Program Area:     Counseling & Human Development     Ed Leadership     Teaching & Curriculum

## B. PROCEDURE FOR DESIGNING THE EXAM

You should meet with the faculty committee (see next page) to discuss the design of the examination, i.e., nature of the exam, fields to be examined, and manner of examination (20-25 page paper, written questions, oral examination, etc.). Warner School faculty have stipulated that at least one part of the examination must be in written form. After consulting with your committee, please describe the examination below.

### FOR STUDENTS IN TEACHING & CURRICULUM and COUNSELING & HUMAN DEVELOPMENT:

	<u>Fields to be Examined</u>	<u>Committee Member Examining</u>	<u>Methods of Examination</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

### FOR STUDENTS IN EDUCATIONAL LEADERSHIP (ADMINISTRATION and HIGHER EDUCATION):

Three papers are required. Please complete blanks in right-hand column for each of the three papers.

- Major Focus Paper**: On a topic that is the student's central focus of study: i.e., a topic *related* to the dissertation the student expects to write.

**Topic**: \_\_\_\_\_
- Methodology Paper**: On the exploration of a methodological issue that *may or may not be related to the dissertation*.

**Methodological Issue**: \_\_\_\_\_
- Issue Paper**: On an issue, question, or topic *not related* to the dissertation.

**Issue, Topic, or Question**: \_\_\_\_\_

### C. FORMING THE EXAMINATION COMMITTEE

The examination committee is composed of three faculty members. **For Ph.D. committees**, at least two of the three committee members must be full-time, tenured or tenure-track Warner School faculty members. One of those faculty members must be from the student's program area, and the other must be from outside the program area. The third committee member may be a faculty member from the Warner School, but also may be a faculty member from another school/college in the University. (See paragraph below for further criteria for the third committee member). **For Ed.D. committees**, at least two of the three committee members must be a Warner School faculty member who either is on a tenure-track with a rank of at least assistant professor, or is part of the Warner School clinical faculty. The third committee member may be a faculty member from the Warner School, but also may be a faculty member from another school/ college in the University. (See paragraph below for further criteria for the third committee member).

The third committee member of the comprehensive examination committee for both **Ph.D. and Ed.D. committees** may come from a college/university other than the University of Rochester. In this case, the student must obtain a curriculum vita from the third proposed member and submit it to the Associate Dean of the Warner School for his approval. The proposed committee member must have an earned doctorate, must be tenured or tenure-track faculty, must have a rank of at least assistant professor, and must be actively engaged in research.

**Names** (Please print or type)

**Signatures**

_____	_____
_____	_____
_____	_____

### D. FILING THE COMPREHENSIVE EXAMINATION FORM

The Comprehensive Examination must be completed within **one calendar year** of the filing of this form with Brenda Grosswirth, Administrator in the Office of Student Services. **If the examination is not completed within this time period, a new exam-ination must be designed.**

The signatures below indicate that the design of the exam has been approved. **The student must enter the date of filing, add his/her signature, and obtain the signature of his/her advisor.** Brenda Grosswirth will obtain signatures of both the Program Chair and the Associate Dean.

**Date of Filing:**

**Signatures:**

Student	_____
Advisor	_____
Program Chair*	_____
Associate Dean*	_____

\* Brenda Grosswirth will obtain these signatures for student.

# COMPREHENSIVE EXAMINATION FACULTY SIGN-OFF

I attest that the following student has successfully completed the comprehensive examination:

\_\_\_\_\_ Student's Name (printed/typed) \_\_\_\_\_ Date Exam Completed

1. \_\_\_\_\_  
Faculty Member Signature
2. \_\_\_\_\_  
Faculty Member Signature
3. \_\_\_\_\_  
Faculty Member Signature
4. \_\_\_\_\_  
Faculty Member Signature (IF NECESSARY)
5. \_\_\_\_\_  
Faculty Member Signature (IF NECESSARY)

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**IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE THE TOP OF THIS PAGE, OBTAIN FACULTY SIGNATURES FOR THIS PAGE, AND THEN RETURN THIS PAGE TO BRENDA GROSSWIRTH, ADMINISTRATOR IN THE OFFICE OF STUDENT SERVICES, DEWEY HALL 2-161F.**

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