

Doctoral Comprehensive Exams Request & Registration for Ph.D. Status

Submit this completed form, along with a transcript and an approved Program of Studies, to your department office **at least six weeks prior to the exam**. Please keep a copy for your records. All students taking the Doctoral Comprehensive Exams must complete this form to be properly registered for the exam. *Students not taking another Boston College course for credit in the semester in which they will be taking the comprehensive exam must also register for APSY/ELHE/ERME 9901 Doctoral Comprehensives for that semester. Students who are registered for a Boston College course for credit in the semester in which they are taking the exam still must complete this form but need not register for APSY/ELHE/ERME 9901 Doctoral Comprehensives.* Once the form has been approved by the Program Coordinator/Director and Department Chair, it will be forwarded to the department staff, who will then add the student to the list of those approved to take the Doctoral Comprehensive Exams. The department staff will ensure that all accompanying paperwork is placed in the student's file.

Name: _____ Eagle ID#: _____ Date: _____

Degree Program: _____ Email: _____

Local Address: _____

Phone: _____ Date of Matriculation _____

(Semester and year)

Doctoral Comprehensive Exams Request and Registration for Ph.D. Status

All graduate students are required to complete and pass a comprehensive examination. In order to register for the Doctoral Comprehensive Exams, you should fill out the personal information above, follow the instructions below, and check off as you complete each item. Please consult your Department Office for more information about the content and format of the exam.

_____ Attach a copy of your signed Program of Study that includes copies of any course substitutions, transfers, and waivers with this form.

_____ Make certain that any courses transferred into LSOE have been recorded on your transcript and attach a transcript to this form if not previously submitted. If transferred credits are not recorded on your transcript, fill out a Transfer of Credit Form, and request that an "official" transcript be sent to the BC Lynch School of Education, Attn: Your Department Chair.

_____ Make certain that any incomplete "I" grades have been completed and that a Change of Grade has been recorded by the professor(s).

_____ Please indicate when you plan to take the Doctoral Comprehensive exam: _____
(Semester and Year)

_____ Please indicate that you are registered for another Boston College course for credit in the semester in which you will be taking the Comprehensive Exam: _____
(Course and department)

OR

_____ Register for APSY/ELHE/ERME 9901 Doctoral Comprehensives for the semester in which you will be taking the exam. **(You do not need to register for APSY/ELHE/ERME 9901 if you are already registered for a course in the semester in which you will be taking the Comprehensive Exam.)**

IMPORTANT: You must submit a signed copy of your Program of Study with this form. This form will be returned to you and you will NOT be registered for the Comprehensive Exams if it is not completed as instructed above.

Signature of Student

Signature of Program Coordinator/Director

Signature of Department Chair

Updated 3/2014