



## Results of Comprehensive Examination for the Doctoral Degree and Application for Candidacy

**Directions:** Prior to the examination, complete the top portion of this form, print the form, and bring to comprehensive exam committee.

This is to certify that we, the undersigned faculty, have administered the Comprehensive Examination to the following student:

**Student Legal Name:**

**Banner ID:**

**Program:** (Must match major listed on DAR or in Banner)

**Committee:** Votes of the members of the Comprehensive Examination Committee are officially registered by signing below.

Committee Members (Signatures)	Vote (Pass/Fail)	Faculty Level	Committee Members (Type full names)
_____	_____	_____	Committee Chair
_____	_____	_____	Major Advisor (if different then Chair)
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	Graduate School Representative

Comprehensive Examination:     Passed     Failed                      Date: \_\_\_\_\_

Is this student recommended for official status as a candidate for the doctorate?  
 Yes                       No

The Chair of the Comprehensive Examination Committee should submit these results to the Graduate School, 102 Roudebush Hall. The student can NOT submit this form.

*Graduate School Approval*

\_\_\_\_\_  
Associate Provost and Dean

\_\_\_\_\_  
Date

# Instructions for Miami University Graduate School Form D-2: Results of Comprehensive Examination for the Doctoral Degree and Application for Candidacy

Note: All steps described in these instructions should be completed using Adobe Acrobat Reader. You can download Adobe Acrobat Reader for free at [get.adobe.com/reader](http://get.adobe.com/reader)

## Initial Steps:

1. Type the student's legal name into the "Student Legal Name" form field
2. Type the student's Banner ID (*e.g.*, +00000000) into the "Banner ID" form field
3. Choose the student's program from the "Program" dropdown list
4. Type the full name of the Committee Chair into the appropriate field under the "Committee Members" column
5. Type the full name of the Major Advisor into the appropriate field under the "Committee Members" column
6. Type the full name of the Graduate School Representative into the appropriate field under the "Committee Members" column
7. Type the full names of the remaining committee members into the appropriate fields under the "Committee Members" column

## Obtain Signatures on a Paper Form:

1. Print the form,
2. Obtain signatures, votes, and faculty levels from all committee members. A committee member must check the Passed or Failed box, the Yes or No box for recommendation for doctoral candidacy, and record the date of the examination.
3. Submit the form to the Graduate School in 102 Roudebush Hall

## Obtain Digital Signatures:

Note: All steps described should be completed using Miami University email addresses, except for committee members who are off-campus scholars.

1. The PDF form with "initial steps" completed should be sent by email to the one of the committee members. The committee member shall check the Passed or Failed box, the Yes or No box for recommendation for doctoral candidacy, and record the date of the examination.
2. On the line with their name, the committee member shall record their vote, and faculty level.
3. The committee member shall click on the appropriate signature field and digitally sign the form using Adobe Acrobat.
4. The committee member shall save the file and email the saved form to the next committee member.
5. Steps 2-4 shall be repeated until all committee members have digitally signed the form.
6. The form should be submitted by the Chair of the Comprehensive Examination Committee to the Graduate School at [GradSchool@MiamiOH.edu](mailto:GradSchool@MiamiOH.edu).