MIAMI UNIVERSITY
GRADUATE SCHOOL

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: Click here to enter name. **Banner ID**: Click here to enter ID.

Program: Choose an item (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		_____	Click here to enter name.
_____ Major Advisor (if different then Chair)		_____	Click here to enter name.
_____		_____	Click here to enter name.
_____	_____	_____	Click here to enter name.
_____		_____	Click here to enter name.
_____ Graduate School Representative		_____	Click here to enter name.

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, 105 Laws Hall or gradschool@miamioh.edu. 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

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 105 Laws 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.