

St. John's University

Doctoral Comprehensive Portfolio Exam

Stage 1: Portfolio Exam Application Procedures

Passing the Doctoral Comprehensive Portfolio Exam is the final step toward becoming a certified doctoral student. Being certified entitles the student to formally enroll in the doctoral dissertation seminar in order to develop and complete the doctoral dissertation. Please complete the form below. Any missing items should be noted with an explanation. Completed forms are to be filed with the Assistant to the Program Director for final review. Students will be notified of successful completion of this form for the external evaluation schedule.

Student Name _____ **Student Signature** _____ **ID #** _____

You must complete the Comprehensive Exam Portfolio Application with the Oakdale doctoral office. Below is a checklist of items, which must be completed and on file in the doctoral office for final review by the program director. Please **initial** each item if successfully completed and on file with the Assistant to the Program Director. Note any special points of information in the spaces provided or on the back of this form.

___ Completion of **all courses** as listed on the doctoral schedule with at least a grade of "B+".
(Students need to produce the University Transcript for courses taken and passed to date)
Special note(s) of explanation: _____

___ Full payment of **all University tuition and fees** to date.
Special note(s) of explanation: _____

___ Completed professional **dossier review**, per the original program application, including:
___ Most recent vita
___ All Official Transcripts
___ Letters of Recommendation
___ Personal Statement
___ GRE Scores
Special note(s) of explanation: _____

___ Completion of all **health forms** per the University's guidelines.
Special note(s) of explanation: _____

___ Return of all CELA library **doctoral books**
Special note(s) of explanation: _____

___ Fully running website **URL** for the Comprehensive Portfolio Exam Review
Special note(s) of explanation: _____

___ **Student's Permission** to access and review website for external review.
Special note(s) of explanation: _____

___ A **Final Date** after which **external reviewers** may examine your Comprehensive Exam Portfolio
(URLs may not be changed and websites may not be updated or edited during this phase.)
Special note(s) of explanation: _____

Do not write below this line

_____ has successfully completed all requisite filings with the program office as outlined above and has permission to schedule the **External Portfolio Exam Review**. (Copy to Student, Original to Doctoral File)

Assistant to the Director

Date of Review

Program Director

Date of Review