
Confirmation: You've Opted In!

From Davis, Tiffany J <tdavis8@Central.UH.EDU>

Date Wed 6/18/2025 2:17 PM

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Hello there, Scholar!

If you're receiving this email, this means that you have opted in to the new candidacy project policy as shared with all Higher Education PhD students. **We have received your submission and have noted your intention.** We will send more information to you about the 'next' steps in the weeks to come so that you have a better sense of a starting place for conversations with your advisors about what this means for your individual journeys.

In the interim, if you have successfully passed your candidacy paper proposal, you *may* be eligible to submit your comprehensive examination portfolio during the summer review. I encourage you to review the comprehensive exam portfolio guidelines found on the HELPS SharePoint and [linked here for your convenience](#) to see where you stand with meeting the requirements.

If you are ready, you must first submit an intent form/application no later than **July 15** via MyAdvisor. When you log on to MyAdvisor scroll to the Doctoral Comprehensive Examination Application field. In that section you will need to complete the required information and submit for approval. I have shared a screenshot of your Applications' pageview so that you know you're in the right spot! Once your intent form is approved at all levels, you will receive the link that you will use to access the site to upload your documents for your portfolio. Your comprehensive portfolio for review is due no later than **July 30**.

Don't forget: A successful candidacy project is a requirement to 'sit' for the portfolio exam. So, please be sure that you've completed your candidacy report field on MyAdvisor as well when you're ready to apply for your comprehensive portfolio/exam. You will have to provide the title, abstract, indicate your proposal date, upload your full candidacy proposal, and [upload the acknowledgement form document](#) to serve as documentation of your opt-in for new policy.

Direct link to the folder where the Revised Candidacy Project Information lives in SharePoint:

 [New Candidacy Project Policy Information \[Summer 2025\]](#)

Hope this helps and best success at the next steps of your journey!

Warmly,
Dr. Davis

Questions? Need help?

Need Academic Assistance or non-technical assistance, contact your Faculty Advisor.
For Assistance only, contact Bernice Roberts at bernice@Central.UH.EDU

DOCTORAL COMPREHENSIVE EXAMINATION APPLICATION

Please fill out this form in one hour. If your application takes longer than one hour, your submission will fail.

Please answer all of the questions below:

Number of hours completed or in progress on doctoral program:

Is this your first time to take Doctoral Comprehensive Examination ? ☒ Yes ☐ No

Please indicate the semester/year in which you want to take the exam: semester year

Areas to be tested (include instructor name and course if applicable):

Scan and save, as a .pdf, any files you would like to include with this application.

*Please **DO NOT** upload any documents containing your social security number. Use your MyUH (PeopleSoft) number instead. If you are scanning an official transcript that contains your social security number, please cover, black out, or otherwise obscure the number before you scan the document.*

Do not use special characters such as forward slash (/), back slash (\), plus sign (+), double or single quotation marks (" "), dollar sign (\$), ampersand sign (&), asterisk (), etc. for your file name. Using underscore is the best choice (e.g. JohnSmith_comp_exam).*

Attach File: No file chosen

Attach File: No file chosen



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