



# Counselor Education Doctoral Comprehensive Examination

## APPLICATION PROCEDURES & ADMINISTRATION CYCLES

### Before Petitioning

Students must have finished and passed all the course work (except Advanced Practicum and Advanced Internship for Counselor Education and Supervision students) before qualifying to participate in the examination.

**Students should thoroughly read and be familiar with the *Guide to the Comprehensive Exam Process***, which contains all the information about the nature and format of the examination, application procedures, timelines, grading, rules and writing styles, etc.

Dr. Tsui-yee Chow, the Program Chair, serves as the faculty advisor for all doctoral students. Her contact information is as follows:

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### Application Procedures

The student must complete the application process as described:

- Fill out the *Petition for Comprehensive Examination* form (Appendix B in the *Guide to the Comprehensive Exam Process*).
- Review official transcripts to make sure information is correct.
- Consult with Program Chair/faculty advisor to insure program requirements have been met.
- Obtain approval/signatures on the *Petition for Comprehensive Examination*.
- File *Petition for Comprehensive Examination* form with the Department Administrator.
- The *Petition for Comprehensive Examination* has several levels of approval and must be submitted, **with all approval signatures, at least four (4) weeks prior to a regularly scheduled examination.**
- Students will be registered for ADJCOMP during the semester comps will be taken **and** are not taking any other classes, otherwise.

### Approval Process

- The Program Chair, Faculty Advisor, or the Department Administrator, will notify the student whether or not his or her *Petition for Comprehensive Examination* has been approved and therefore whether he or she is eligible to sit for the comprehensive

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examination.

- The Program Chair or the Department Administrator will advise the student of the dates of the next administration of the comprehensive examination.
- After the petition has been approved by the Program Chair and submitted to Student Services for entry into the student's academic folder, he or she will be officially registered for the comprehensive examination.

### Timeline and Calendar

The comprehensive examination will be administered **once a semester at the Chicago campus starting from Spring 2009**. The comprehensive examination will be administered at the end of the fourth week of each semester in which an administration is required (e.g., students are eligible to take it). Students will have a maximum of one year to complete and pass the comprehensive examination process, once they are qualified to take it. Students must complete the comprehensive exam in ten calendar days to include two weekends.

### Administration Cycles of the Examination

<b>Examination start date The end of the fourth week of each semester</b>	<b>Petition for Exam Deadlines</b>	<b>Date of Exam Submis- sion 11:59 PM to Tur- nitin.com.</b>
Friday, October 9, 2009	Friday, September 11, 2009	Sunday, October 18, 2009
Friday, February 12, 2010	Friday, January 15, 2010	Sunday, February 21, 2010
Friday, June 4, 2010	Friday, May 7, 2010	Sunday, June 13, 2010

Note:

1. Questions are released to the students at 9:00 a.m. via e-mail.
2. *\*\*Early date due to Thanksgiving holiday.- we can talk about this particular semester*

### Examination Administration Process

- The student will be sent an email notification by the Program Chair one week prior to the release of the examination reminding him or her of the release date.
- Questions will be sent via email on the exam date by 9 am. A hard copy of the questions will be put in the student's campus mailbox, as well.
- Students are to submit their completed comprehensive examination to their designated faculty advisor **no later than 10 days after the examination** is released



with a date/time stamp no later than midnight of the 10<sup>th</sup> day. The examination should be submitted **electronically**.

- If the student does not intend to sit for the examination at the designated time he/she should contact the faculty advisor to withdraw from the examination at that time. Notice of withdrawal must be made, in writing, at least one week prior to the release of the examination and submitted to the faculty advisor. In the case of an extreme and unexpected emergency, the student must contact the Dean/Chair of the program, as soon as possible, before the release of the examination. **Once the examination is released to the student the examination cannot be cancelled unless proof of extreme extenuating circumstances can be documented.**

### **Submission to Turnitin**

**You must submit your completed exam to Turnitin.com by 11:59 pm CST on the last day of the exam.** Turnitin.com is a tool which you can use to further inform your academic writing and ensure that you are using the correct citations for your research. Rough drafts can be submitted multiple times. *Please be aware that the report may be delayed the closer your paper is submitted to the due date.*

#### ***Follow these instructions:***

1. Go to [www.turnitin.com](http://www.turnitin.com)
2. Click the "New Users Click Here" button.
3. Click the "Sign up for Turnitin" link.
4. Click the "Student" link
5. Fill in the form with the following information:  
Class ID: [a class ID will be sent via e-mail prior to the exam]  
Enrollment Password: [a password will be sent via e-mail prior to the exam]
  - Your First Name
  - Your Last Name
  - Your **Argosy student** e-mail address
6. You will have already been added to the class
7. Follow the instructions provided to upload your paper.

The student is also responsible for requesting an electronic receipt, at the time of submission, by using the receipt requested function on their Internet Service Provider. Note: **students should be aware that the faculty have set a minimum acceptable Turnitin® match score of 10% (minus bibliography and quoted material)**. Students should make every effort to ensure that their submitted exams have a Turnitin match score of less than 10%. A range of consequences may result due to tuning in an exam with a match score greater than 10%, including automatic failure, possible referral to the Student Conduct Committee, remediation plan, and/or revision or resubmission of the exam.