

Ph.D. in Social Work and Social Research Comprehension Examination Scholarly Paper and Annotated Bibliography Submission Form

Complete this form when your scholarly paper and annotated bibliography are ready for review by the Comprehension Examination Committee (CEC). For a complete description of the comprehension examination requirements and process, refer to the Ph.D. handbook.

Please Print or type:

Student's Name: _____

Date: _____ Year admitted to the Ph.D. Program: _____

Names of student's Comprehension Examination Committee:

Chairperson: _____
Student's Advisor/Comprehension Review Committee Chairperson

Member: _____
Member of Student's Comprehension Review Committee Chairperson

Appointed member: _____
To be filled-in by PhD Program Director

Title of Paper: _____

Specialization focus of annotated bibliography:

Attach four (4) packets to this form, with the materials in the following order:

Section 1: Scholarly Paper

- Paper (if paper is published, submit final manuscript; CEC may ask for revisions).
- If you are submitting any alternative to a journal-ready scholarly paper, include explanation and documentation of prior approval.
- If the paper/article is co-authored, a statement describing your lead author role and written statement(s) from each co-author affirming your role and leadership as primary author.
- Intended journal's *Instructions to Authors*.
- Template article from intended journal
- Section 2: Annotated Bibliography
 - If your paper & annotated bibliography are not linked, include documentation of prior approval, and statement of annotated bibliography's relevance to your dissertation.
 - Annotated Bibliography

The CEC Chairperson will notify you in writing of the review outcomes. When your written materials have successfully passed the CEC review, an oral examination can be scheduled.

Please submit this form and packets to the Ph.D. Program Office.