

CULMINATING ACTIVITIES • Fall 2016
Comprehensive Exam • Thesis/Graduate Project

COMPREHENSIVE EXAMINATION GUIDELINES

1. Register in EPC 697 **ONLY** in the semester you plan on taking the exam **and** plan on completing your degree.
2. **Application for graduation** is required at least one semester ahead of the term you plan to graduate. The application form is available at: <http://www.csun.edu/sites/default/files/app-master-degree-and-diploma.pdf> . Apply for graduation at Admissions and Records. There is a \$47 fee connected with this request. Applying for graduation will generate a review of your degree status by the graduate evaluators in Grad Studies. **Please submit this form to A&R as soon as possible, the application is now late and there will be a late fee.**
3. The Comprehensive Examination process of each student is supervised by an Advisory Committee consisting of at least two department faculty members, one of whom will be the Committee Chair. The Chair must be a full-time EPC department faculty member.
4. Please communicate with the Chair of your Advisory Committee regularly, specifically regarding the format of completing your Comps. [i.e.: number of questions, due dates of final papers, etc.]
5. Each student is responsible for submitting the **EPC 697 Policy Form** by **Friday, September 9, 2016**, to the department office (ED 1218).
5. Each student is responsible for obtaining consent of the faculty members to serve on the Advisory Committee. Consent is verified by faculty signature on the **Committee Member Form**. The completed form must be submitted no later than **Friday, October 7, 2016** to the department office (ED 1218). The Department must be informed of any changes in members, or other matters presented on the Committee Member Form.
6. The student is responsible to submit the **Comprehensive Exam Registration Card** for the Fall 2016 semester to the dept office (ED 1218) no later than **Friday, October 14, 2016**. The student must have a completed Committee Member Form in their file prior to turning in the Comp Exam registration card.
7. **Final comps questions** will be selected to be answered in preparation for the examination. The student will submit a copy of the questions to the department office (ED 1218) by **Friday, October 14, 2016** with copies to Committee members.
8. The Comprehensive Examination will be administered on **Friday, December 2, 2016** from 9:30 a.m. to 1:00 p.m. in the Education building room **ED 2117/ 2119**.
9. The types of questions (i.e. Core or Specialization Studies) are determined by program. Please see attached information for individual programs.
10. The examination will consist of writing the responses to three questions selected by the Faculty Committee from the responses that the student has prepared. Students will have three hours to write their responses.
 - a. Students will *not* be informed as to which questions are selected prior to the examination.
 - b. Each program (i.e. Career, DLI&E, ECE, MFT, MFT/SC, SC, SP) will have different requirements for the types of questions that will be asked on the day of the exam. Please see attached information for individual programs.
11. Advisory Committee members will evaluate the students overall performance as **Passing or Not Passing**; the Committee Chair will inform the student of results.

At the discretion of the Advisory Committee, a student may be scheduled for an additional oral examination following the examination.

Note: The above dates apply to those students seeking to complete all the requirements for their degree by the end of Fall 2016

Fall 2016 Culminating Activities (continued)

THESIS/GRADUATE PROJECT GUIDELINES

1. Completion of the Thesis/Project normally requires **one or two semesters of enrollment** in EPC 698C.
2. Each student works with a faculty Advisory Committee, established by the student.
 - a. The Committee consists of three members, one of whom is the Committee Chair.
 - b. The Committee Chair and at least one committee member must be a full time faculty of the Department of Educational Psychology and Counseling.
 - c. One member of the Committee may be from outside the CSU Northridge faculty. Follow university regulations for selecting any non-faculty members. These regulations require formal approval by the Vice President from Graduate Studies. Submit Committee member's vita. All members must have earned a master's degree or higher.
 - d. Students who have difficulty with forming a committee may seek assistance from their program coordinator.
3. The deadline for submitting the **Thesis/Graduate Project Planning Electronic Form** to <https://etd.csun.edu> is **Friday, October 7, 2016**. Before submitting this electronic form, please contact and receive approval of your Committee Chair and Readers first.
4. The Department and the Office for Graduate Studies must be informed of any changes in topic, members, or other matters presented on the Thesis/Graduate Project Planning Electronic Form. All changes must be made electronically on the <https://etd.csun.edu> website. *Please note: any projects involving human subjects must have the approval of the Institutional Research Board (IRB) first.* Please view and prepare the relevant IRB forms at the Human Subjects website, consult with your chair, and submit the forms to Grad Studies as soon as possible if this applies. *You may not collect any data until your thesis study has been approved.* See (<http://www.csun.edu/grip/research/humanresearch/>), for the forms and other information.
5. **Application for graduation** is required at least one semester ahead of the term you plan to graduate. The application form is available at <http://www.csun.edu/sites/default/files/app-master-degree-and-diploma.pdf>. Apply for graduation at Admissions and Records. There is a \$47 fee connected with this request. Applying for graduation will generate a review of your degree status by the graduate evaluators in Grad Studies. **Please submit this form to Admissions & Records by Friday, October 7, 2016, if you will be completing all requirements for your degree by the end of Spring 2017; or as soon as possible, if you will be completing all requirements for your degree by the end of Fall 2016. Please pay close attention to these deadlines.**
6. Deadline dates for completion of chapters and the entirety of the Thesis/Graduate Project, to the point of final draft ready for the electronic submission, should be decided in advance with the Committee.
7. The Preliminary complete draft of your thesis must be submitted by **Friday, November 10, 2016**, at <https://etd.csun.edu>, for final formatting review. Graduate Studies no longer requires appointments for binding or formatting reviews as it has in the past; the process is all completed electronically.
8. The deadline for submitting the official copy of the Thesis/Graduate Project is to be done **ONLINE** at the above website by **Friday, December 9, 2016**, for those completing the M.A. or M.S. in Fall 2016. You **MUST ALSO SUBMIT** a hard copy of your (formatted and signed by all three committee members) signature page to the Office of Graduate Studies, on or before **Friday, December 9, 2016**. Signatures must be done in **black ink**. Graduate Studies is located in University Hall, Room 265 and be reached at (818) 677-4800. All theses/projects are submitted electronically. If you wish to make personal copies of your thesis or project, Graduate Studies has referrals for resources to do so.

**** Each student MUST ALSO obtain the signature of his or her chair on the EPC Thesis/Graduate Project Department Signature form. This EPC form is to be ONLY signed once the student's chair has given their final electronic approval on the ETD website and notified the EPC department that the student has completed his or her thesis/graduate project. The form can be found and must be turned into the EPC department (ED 1218) no later than **Friday, December 9, 2016**. ****

Note: The above ETD deadlines apply to those students seeking to complete all the requirements for their degree by the end of Fall 2016.