

**SCHOOL OF EDUCATION
DEPARTMENT OF EDUCATIONAL ADMINISTRATION AND POLICY
INTENT TO TAKE COMPREHENSIVE EXAM (Please Type)**

Semester _____

NAME:	STUDENT ID:
LOCAL ADDRESS:	PHONE:
(include Zip code)	EMAIL ADDRESS:
	CURRENT GPA: 0.00
CHECK ONE: <input type="checkbox"/> MASTER'S COMP <input type="checkbox"/> DOCTORAL PRELIM <input type="checkbox"/> DOCTORAL COMP	
This will be the 1st or 2nd (circle one) time I have taken this exam. If this is the 2nd attempt, indicate the section(s) that you are retaking.	
<hr/>	
CHECK ONE: <input type="checkbox"/> I am <input type="checkbox"/> I am not ...registered	with the Office of Special Student Services.

Successfully completing the comprehensive exam represents a significant milestone in your matriculation as a graduate student. Passing the Comprehensive Examination is a graduation requirement for both the master's and doctoral degrees. Before submitting this form, please read carefully the requirements listed below and be sure that you meet each one.

REQUIREMENTS FOR TAKING THE PRELIMINARY/COMPREHENSIVE EXAM

If you intend to take the comprehensive exam you must:

1. have attended the Preparatory Session;
2. have passed the Graduate Expository Writing Exam;
3. be enrolled during the semester in which you plan to take the exam;
4. provide proof of academic standing at the beginning of the semester in which you are taking the exam;
5. have at least a 3.0 GPA at the *beginning* of the semester in which you intend to take the exam;
6. have *completed* at least 24 semester hours of specified doctoral courses to be eligible for the qualifying preliminary examination;
7. have *completed* all coursework to be eligible for the doctoral comprehensive examination; and
8. have *completed* 9-12 hours of the specialization courses in your major. (Applies to master's students only.)

Additionally, if you are a student who is eligible to receive testing accommodations because of an identified disability you should:

- a. be registered with the Office of Special Student Services;
- b. provide written notification from the Office of Special Student Services to your department chair and the School of Education's Associate Dean for Academic Programs and Student Affairs verifying the type of special accommodations required at least four (4) weeks before the scheduled date of the comprehensive exam.

Courses to be Completed:

Student _____
Signature

Date: _____

Comments:

Does the student have their Graduate Expository Writing Exam certificate attached? Yes ___ No ___
Is a current academic transcript attached to the application? Yes ___ No ___

If the answer is NO to either question, the application will not be approved.

Pending ___ Approved ___ Disapproved ___

Advisor's Signature Date: _____

Comments: _____

Approved ___ Disapproved ___ _____
Chairperson's Signature Date: _____

Comments: _____

Submit this form to Ms. Naomi Black in the Department Office room 221.