



M. A. Community Counseling Comprehensive Examination Administration Cycles

The examination is administered three times a year **on the second Saturday after the conclusion of each semester.**

Date of Exam	Exam Time	Deadline for Petition (six weeks before the examination date)	Petition form will be posted 1b
Saturday, July 16, 2011	9:00 AM-1:00 PM	Friday, June 3, 2011	May
Friday, Sept. 9, 2011	9:00 AM-1:00 PM	Friday, July 23, 2011	June
Friday, January 13, 2012	9:00 AM-1:00 PM	Monday, November 26 2011	October

POLICY ON STUDENTS WITH DISABILITIES

It is the policy of Argosy University/Chicago to make reasonable accommodations for qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA). If a student with disabilities needs accommodations to complete comprehensive examination requirements, the student must notify the Director of Student Services. Procedures for documenting student disability and the development of reasonable accommodations will be provided to students upon request.

Students will be notified by the Director of Student Services when each request for accommodation is approved or denied in writing via a designated form. It is the student's responsibility to present the form (at his or her discretion) to the Counselor Education Department Administrator, Jonathan Webb, **PRIOR TO THE EXAM** in order to receive the requested accommodations during the Comprehensive Examination.

GRADING PROCESS

The campus administers the CPCE and sends student answer sheets to the publisher for scoring and typically receives the results back from the publisher in four to six weeks. A student must score within one standard deviation of the national mean for the given form of the test in order to pass.

DISTRIBUTION OF EXAM RESULTS

As soon as results have been received by the publisher and the cut-off score is tabulated, students will be notified by email and letter of their results. A letter

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indicating student's results on the CPCE will also be placed in the student's academic file.

RETAKE OF THE EXAMINATION

Students who are unable to pass the Comprehensive Examination will be allowed to retake the exam a maximum of two additional times. The exam may be retaken during the next scheduled administration of the exam. Students will receive feedback concerning their performance on the examination. Any student who fails the Comprehensive Examination a third time is automatically dismissed from the program.