

Petition for Comprehensive Examination

Policy: After students have completed the amount of coursework required by their program of study, and consulted with their advisor, they may petition to Student Services to take the Comprehensive Examination. Student are responsible for ensuring that their transcript is current and reflects all courses taken and transferred prior to submitting the Petition.

STEP 1 – Complete & Submit

Student's Name	
Social Security Number	
Address	
Phone – Home / Work/Cell	
E-mail Address	
School of (check one):	<input type="checkbox"/> Psychology <input type="checkbox"/> Business <input type="checkbox"/> Education
Degree	
Concentration (School of Education)	<input type="checkbox"/> Instructional Leadership <input type="checkbox"/> Organizational Leadership <input type="checkbox"/> Educational Leadership
Preferred Exam Date:	

I completed the required coursework to meet the eligibility criteria for my program (_____ credit hours), and request permission to take the School's Comprehensive Examination.

Student Signature:	Date:
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STEP 2 – Student Services/Registrar Review

Eligible for Comprehensive Examination
 Not eligible for Comprehensive Examination

Student Services/Registrar Signature:	Date:
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STEP 3 –Department Head Approval:

Approved to take Comprehensive Examination
 Declined for the following reasons: _____

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Department Head Signature:	Date:
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