

Petition for Comprehensive Examination

# Petition for Comprehensive Examination

**Instructions to the student: Complete Step 1. Fax or send the form to your department administrator.**

**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 to the department administrator

Student's Name	
Student ID No.	
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"/> Curriculum & Instruction <input type="checkbox"/> Educational Leadership <input type="checkbox"/> Org 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 Comprehensive Examination.

Student Signature:	Date:
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**STEP 2** – Department Administrator

Eligible for Comprehensive Examination  
 Not eligible for Comprehensive Examination

Department Administrator Signature:	Date:
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**STEP 3** –Department Head Approval (**optional**):

Approved to take Comprehensive Examination  
 Declined for the following reasons: \_\_\_\_\_

Program Chair Signature (optional):	Date:
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