

Educational Leadership and Policy Studies (ELPS) M.A. and Ed.S. Comprehensive Exams FAQ

1. During which semester should I plan to submit the exam?

The exam is usually completed during the semester the student plans to graduate. Students must be enrolled for at least one credit hour in the semester comps are taken.

2. When should I apply to take the comprehensive exam?

You should turn in the ELPS Comprehensive Exam Permit and Results Form to the ELPS Program Coordinator (linda.vogel@unco.edu) **at least three weeks prior to the due date of the exam**; however, it is strongly recommended that students complete and turn in the permit form at the end of the semester prior to taking the exam.

3. Where do I obtain a copy of the exam?

Download the exam from the “Forms” section on the ELPS Web page under the tab for your degree: <https://www.unco.edu/cebs/leadership-policy-development-higher-education-p12-education/educational-leadership-policy-development/current-students/forms.aspx>
Also review the PowerPoint relating to tips on completing the comprehensive exam for your degree also listed on the above webpage.

4. When are the comprehensive exams due?

Fall:	1st Monday in October
Spring:	1st Monday in March
Summer:	1st Monday in June

5. In what form should the exam be submitted?

Submit electronically as an email attachment to the ELPS Program Coordinator (linda.vogel@unco.edu).

6. When and how will I find out the results of the exam?

Students will be notified by letter approximately three weeks after the exam. If you haven't heard anything after three weeks, contact the ELPS Program Coordinator.

7. What happens if I don't pass?

Students not passing should meet with their advisor to determine why they did not receive a passing grade. Students will have ONE opportunity to re-take the exam. Students failing the exam a second time will not be eligible to graduate.

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