



Program of Higher Education and Student Affairs Leadership

Permission to Take M.A. Comprehensive Exam

SECTION A

Name _____
Last First Bear Number

Local Address _____

Semester/Date of Exam _____ Student Signature _____ Date _____

I request permission to take the comprehensive examination. If I do not take the exam during the semester indicated above, then I agree to apply with a new permit for the semester in which I will take the examination.

SECTIONS B, C, & D ARE COMPLETED BY ADVISOR

SECTION B (For Office Use Only)

GUIDELINES FOR ISSUING A MASTER'S COMPREHENSIVE PERMIT

1. _____ Plan of study on file in the Graduate School.
2. _____ 30 completed semester hours
5. _____ Must have grade point average of at least 3.00.

_____ Eligible _____ Ineligible _____
Initial Date

SECTION C

The student must have approval of the program coordinator to take the written comprehensive examination.

_____ Signature of Program Advisor(s) _____
Print name of Program Advisor Date

SECTION D

The records of the above named student have been checked. The student is in good standing in his/her degree program and is hereby authorized to take the written comprehensive examination. This permit and results of the written comprehensive examination must be returned to the Graduate School by _____ for students to schedule the oral examination.

To the Program Advisor: If you do not give the exam to this student this semester, the student must apply for a new permit for the semester in which he/she takes the examination.

PLEASE CIRCLE ONE:

Passed Failed Did Not Take

_____ Date
Signature of Program Advisor

MASTER'S WRITTEN COMPREHENSIVE REQUEST FORM

Directions:

1. Fill out sections **A** of the **PROGRAM APPROVAL FORM**.
2. Obtain your advisor's signature in **section B** verifying that you have completed or are currently enrolled in all courses required for eligibility to take the comprehensive examination. All requirements for eligibility must be listed on the attached Program Approval Form.
3. Return the form with Sections **A, B, & C** completed to HESAL Office Administrative Assistant. Actual examination dates are set by the HESAL faculty. You **must** have the completed form returned to the HESAL Office at least **three weeks** in advance of the actual test date.

YOUR REQUEST MUST HAVE THE APPROVAL OF THE ADVISOR BEFORE YOU TAKE THE WRITTEN COMPREHENSIVE.