

**Graduate School
Saint Joseph College
West Hartford, CT 06117**

**Graduate School Comprehensive Examination Application
Community and School Counseling candidates only**
(please return completed application to the Registrar's Office)

Student ID Number _____ Last four Digits of Social Security Number _____
(5 or 6 digit)

Name : _____

Address: _____

City / State / Zip: _____

Home Phone: _____ Work or Mobile Phone: _____

email address: _____

Program in which your are seeking a Master's degree: _____

I plan to complete my coursework in: _____ Semester _____ Year

I wish to take the Graduate Comprehensive Examination (SELECT ONE):
See application due dates on page 2

_____ Spring
Saturday, February 14, 2009

_____ Fall
Saturday, August 29, 2009

_____ Saturday, February 13, 2010

_____ Saturday, August 28, 2010

**All counseling students must sit for the comprehensive exam as indicated by
the Counselor Education Department**

FOR OFFICE USE ONLY:	
Completed credits at time of application:	_____
Credits currently in progress:	_____
Number of credits to be or already transferred in:	_____

PLEASE SEE REVERSE SIDE FOR MORE INFORMATION:

Graduate School Comprehensive Examination Information

A program requirement of all Masters Degree Counselor Education students is to successfully pass the comprehensive exam or master's level thesis to be considered eligible for graduation.

Prior to taking the comprehensive exam or completing the the thesis option, the following must be complete:

1. A signed planned program on file with the Counselor Education department
 - Students are required to review and verify the accuracy of courses that are being or have been transferred in, courses in progress and completed courses.
 - Please note that any courses to be considered toward total credits accrued for eligibility of taking the comprehensive exam must be formally accepted into the students planned program before the comprehensive exam deadline (see deadlines below)

Academic advisors should sign below indicating the student's planned program is accurate

Academic Advisor's signature

Date

2. A student must be matriculated into his / her program by the comprehensive exam application deadline to be considered eligible to take the exam.
3. A student must have completed 80% of their planned program and Practicum or be enrolled in courses that will be completed by the comprehensive exam date.
4. It is the responsibility of the applicant to file the comprehensive exam application at the appropriate time in his / her program.

Exam Date

Saturday, February 14, 2009
Monday, August 31, 2009
Saturday, February 13, 2010
Monday, August 30, 2010

Application Deadline

Friday, October 10, 2008*
Friday, April 17, 2009*
Friday, October 9, 2009*
Friday, April 16, 2010*

A fee is required to be paid by each student prior to the date of the comprehensive exam.

Pamela Joerg will send each registered exam candidate instructions on payment approximately one month prior to the scheduled examination

- *Applications received after the deadline will be assessed a \$25.00 late fee,
 - **There are no exceptions to this**
- If the application is submitted late the student must submit, with the application, written permission from the department chair of their division.
- Applications will only be accepted up to five weeks prior to the comprehensive exam test date.

Your comprehensive exam must be completed and passed prior to the May commencement ceremony to be considered eligible for May or August degree conferral and May commencement participation

I understand and agree to the terms outlined above

Student Signature

Date

Graduation applications are available at www.sjc.edu/commencement