

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

Graduate School Comprehensive Examination Application

(please return completed application to the Registrar's Office)

Student ID Number _____ Last four Digits of SS Number _____

Name : _____

Address: _____

City / State / Zip: _____

Home Phone: _____ Work or Mobile Phone: _____

email address: _____

Program in which you 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):

SPRING
_____ Saturday, February 14, 2009
_____ Saturday, February 13, 2010

SUMMER
_____ Saturday July 11, 2009
_____ Saturday, July 10, 2010

Please indicate below which option you are choosing and your major:

_____ **Option 1:** I will be completing the Comprehensive Exam that is mailed home to me by my department.

_____ **Education**

_____ **Early Childhood/Special Education**

_____ **Special Education**

_____ **West Hartford Interns**

_____ **Human Development /**

Gerontology

_____ **Chemistry**

- The date you have selected is the date you will receive the exam in the mail

_____ **Option 2: Thesis** I am choosing this option offered by my department

_____ **Option 3: Reach to Teach** comprehensive exam (students in the Reach to Teach program must select this option)

_____ **Option 4: UEP - Portfolio and Self-Reflective Essay**

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 and Sixth Year Certificate candidates is to successfully pass the comprehensive exam, master's level thesis or portfolio to be considered eligible for graduation.

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

1. A signed planned program on file with with your designated department
 - Students are required to meet with their academic advisor prior to completing this application 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 (i.e.- 24 cr. of a 30 cr. program) if it has been signed **prior** to October 18, 2004 (Education Division only) or be enrolled in course(s) that will be complete 24 credits by the comprehensive exam date.

OR

➤ If your planned program has been signed after October 18, 2004 you must be 100% complete with all classes at the time of taking your comprehensive exam pertaining to your master's degree (this applies to Education Students **except for** Special Education)
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
Saturday, July 11, 2009
Saturday, February 13, 2010
Saturday, July 10, 2010

**Application
Deadline**
Friday, October 10, 2008*
Friday, April 17, 2009*
Friday, October 16, 2009*
Friday, April 16, 2010*

- *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 four weeks after the application 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