

**COUNSELING, EDUCATIONAL PSYCHOLOGY
and SPECIAL EDUCATION**

EPET Application for Doctoral Comprehensive Examinations

*Must be submitted **at least** 3 weeks before exam date*

FALL or SPRING _____ / _____
Exam semester (circle) / Year

Name: _____ PID: _____

Program/Code: _____

Semester and Year of first course applied to your Ph.D. program _____

ENROLLMENT STATUS

The University requires enrollment in coursework (may include dissertation credits) during the semester that you sit for the comprehensive exam.

PROGRAM PLAN

In order to sit for doctoral comprehensive examinations, you must have completed 80% of the total coursework outlined in your doctoral program plan. The 80% may include classes you are enrolled in during the semester you wish to sit for exams.

- a) *Have you completed 80% of the designated coursework?* (Yes/No) _____
- b) *Is your planned program of study up to date in GradPlan?* (Yes/No) _____
- c) *Year passed the Preliminary Exam:* (mm/dd/yy) _____
- d) *Have you submitted your Research Apprenticeship/Practicum to your committee?* (Yes/No) _____
- e) *Research Apprenticeship/Practicum presentation date:* (mm/dd/yy) _____
- f) *Title of Research Apprenticeship/Practicum:*

- g) *Have you taken the Comprehensive Exam previously?* _____
(No) (Yes) - Date(s)

A student who fails all or part of the comprehensive examination must develop a written plan of study that details the steps to be taken to prepare for a retake of the examination. This plan must be approved by the advisor and the student's Guidance Committee in consultation with faculty who represent the failed areas of the examination.

Date study submitted and approved: (mm/dd/yy) _____

A copy of the Research Apprenticeship/Practicum Form must be submitted to the EPET exam administrator a **minimum of 3 weeks** before their Fall or Spring Comprehensive Exam date. You will not be allowed to take the exam unless this form with your advisor's signature has been received by the deadlines listed above.

You may write all or parts of your doctoral comprehensive exam using a computer (MAC or PC are acceptable) and are expected to make your own arrangements for equipment and software for that purpose. CEPSE will arrange an appropriate location for you to work. The department reserves the right to inspect the computer you are using prior to the exam and again before accepting a hard copy of your responses.

I certify the above information to be accurate and complete. I agree to allow CEPSE faculty to use an online anti-plagiarism tool when grading the Comprehensive Exam.

Signature of Student / Date

I have checked this application and my records and approve administration of the Comprehensive Examination to this student during the semester indicated above.

Signature of Advisor / Date

Please submit the signed application and a copy of your research apprenticeship/practicum completion form to the exam administrator.