REQUEST TO TAKE COMPREHENSIVE EXAMINATION
DEPARTMENT OF HUMAN DEVELOPMENT & PSYCHOLOGICAL COUNSELING

Some excerpts of university and departmental policies regarding comprehensives:

1. An acceptable performance on a comprehensive examination is required for the degree.
2. The comprehensive must be scheduled during the last one-third of the residence period and at least 14 calendar days prior to the date on which the candidate receives the degree.
3. Comprehensives are given once per Fall & Spring semesters.
4. A student must have been admitted to candidacy prior to taking the exam.
5. The exam will be evaluated by several members of the faculty.
6. A student may not take comprehensives more than two times without additional work.

Each student must:

a. complete all parts of Section A.
b. obtain advisor's signature in Section B.
c. return completed form to Diana Barbee in the HPC office.
d. submit a check for $40.00 made payable **to CCE** w/this form.
e. be present at scheduled examination time unless notified differently by the department chair or advisor.

Note: Further instructions or changes will be sent to address below by the dept. chair or advisor.

Section A:

Name of Student:_____Banner I.D. #_____
Telephone #_____AppEmail Address:_____
Current Address:_____

Program: _____Clinical Mental Health Counseling
_____Addictions Counseling
_____Marriage & Family Counseling
_____Expressive Arts Therapy
_____Community Counseling General
_____ Body Centered Therapy

_____ Professional School Counseling
_____Elementary/Middle School
_____Secondary School

_____Marriage & Family

Have you been admitted to candidacy? _____ Yes; _____ No
Number hours completed prior to the examination date:_____
Number hours currently enrolled:_____
This request is for _spring; summer or ___ fall comps.
Community Counseling majors: Do you wish to use a computer to write your answers to the essay questions in your specialty area?
____ No; ___Yes If yes, check your computer preference:
_____Macintosh _____PC

_____ _____
Signature Date

Section B:

The student is responsible for getting their advisor's signature as evidence that they have completed all necessary prerequisites for taking the HPC Comprehensive Examination. The advisors signature indicates that this student is approved by them to take the exam for the current term.

_____ _____
Advisor's Signature Date

Form updated: 6/29/09