

Comprehensive Examination Application

The Comprehensive Examination Application consists of the following:

- ✓ Application for Comprehensive Examination
- ✓ Comprehensive Examination Result Report

The Comprehensive Examination is administered in each Fall and Spring semester. Some programs also offer the Comprehensive Examination during the Summer term. Please consult with your department to determine whether your academic coordinator/director administers the exam during the summer if you are interested in taking it during that term.

The Comprehensive Examination is administered the third week of October in the Fall, and the third week of March in the Spring. Students must complete and submit the Application for Comprehensive Examination at least 30 days in advance.

The Application for the Comprehensive Examination is to be completed by the candidate and delivered to the academic coordinator/director or designated point of contact for the respective degree program.

1. An eligibility audit will be performed by faculty who will notify students as to whether they will be permitted to take the Comprehensive Examination.
2. Department Chairpersons will provide endorsed applications of approved candidates to the School of Graduate Studies.
3. All instructions and details regarding the Comprehensive Examination will be provided to the candidates through the academic department.
4. Comprehensive Examinations are scored by faculty teams. The results are reported for each student and must be endorsed by the faculty coordinator/director and Department Chairperson, and submitted to the School of Graduate Studies.
5. Comprehensive Examination result reports are not official until the results are certified by the Graduate Dean.

PLEASE NOTE THAT THESE FORMS CAN ONLY BE SUBMITTED BY FACULTY/STAFF. UNDER NO CIRCUMSTANCES WILL THE SCHOOL OF GRADUATE STUDIES ACCEPT THE FORMS BY A STUDENT.



COMPREHENSIVE EXAMINATION REQUEST FORM

Student Information

Name: _____
LAST FIRST MIDDLE BANNER ID NUMBER

AAMU Email: _____ Phone: _____

Mailing Address: _____

Degree Sought (please check one): EdS MEd MENG MBA
 MS MSW MURP PhD

Degree Program/Major: _____

Academic Department: _____

Academic College (please check one):

- College of Agricultural, Life and Natural Sciences
 College of Business and Public Affairs
 College of Education, Humanities, and Behavioral Sciences
 College of Engineering, Technology & Physical Sciences

Requirements

Before sitting for the Comprehensive Exam, the Graduate Program must certify the student meets the following requirements:

1. Obtain Regular/Full admission status.
2. Maintain a GPA of **3.00** or above.
3. Complete all required deficiency courses for the degree.
4. Complete a certain percentage of the semester credits required for the degree, i.e. at least **66%** for Master's and Educational Specialist programs and **80%** for Doctoral programs.
5. Remove all **I's**, except thesis grades.
6. Remove all grades of **D** and **F** in the student's current program of study.
7. Approval of graduate advisor and coordinator.

By signing below, I certify the listed student has met the above mentioned requirements.

Academic Advisor: _____ Date: _____

Program Coordinator: _____ Date: _____

Department Chairperson: _____ Date: _____

Approved

Dean, School of Graduate Studies: _____ Date: _____



ANNOUNCEMENT OF COMPREHENSIVE EXAMINATION RESULTS FORM

Student Information

Name: _____
LAST FIRST MIDDLE BANNER ID NUMBER

AAMU Email: _____ Phone: _____

Mailing Address: _____

Degree Sought (please check one): EdS MEd MENG MBA
 MS MSW MURP PhD

Degree Program/Major: _____

Academic Department: _____

Academic College (please check one):

- College of Agricultural, Life and Natural Sciences
 College of Business and Public Affairs
 College of Education, Humanities, and Behavioral Sciences
 College of Engineering, Technology & Physical Sciences

The above named student has

Passed the Comprehensive Examination during the _____
Semester/Term

Not passed the Comprehensive Examination during the _____
Semester/Term

By signing below, I certify the comprehensive examination results for the student listed.

Academic Advisor: _____ Date: _____

Program Coordinator: _____ Date: _____

Department Chairperson: _____ Date: _____

Approved

Dean, School of Graduate Studies: _____ Date: _____