USF ST. PETERSBURG

APPLICATION FOR MASTER'S COMPREHENSIVE EXAMINATION/Portfolio Submission (CE or PS)

Attach a current unofficial transcript to the application

Name:_____ ID#_____

Address: _____ Phone: _____

_____ Email: _____

Degree Program: _____ M.A. Dual Track (CE) _____ M.A. Elementary Curriculum (CE)
_____ M.A. Elementary Curriculum/Literacy (CE) _____ M.A. Elementary Math/Science (PS)
_____ M.A. Reading (CE) _____ M.A.T. English Education (CE)
_____M.Ed. Educational Leadership (CE) _____ M.A. English Education (CE)

Advisor: _____

Semester/Year CE or PS will occur: ____ Spring ____ Summer ___ Fall Year 20 ____

Examination Dates are as follows:

For FALL Exam	For SPRING Exam	For SUMMER Exam
The Second Friday Of November	The last Friday of March	The last Friday of June

This application should be received by your Program Advisor no later than the following:

FALL Exam	SPRING Exam	SUMMER Exam
June 15	October 15	February 15

In order to be eligible for CE or PS, students must ensure that the following criteria are met. Initial in each box to indicate compliance.

- ____ A Planned Program of Study is on file in the COE Graduate Studies Office.
- ____ No more than one semester of classes remain to be completed in the semester in which Comprehensive Examination is being taken. For the Portfolio, no more than two courses remain to be completed.
- ____ All incomplete grades are removed from the record the semester prior to the CE or PS.
- ____ Any classes taken in lieu of classes listed on the planned program are identified AND the appropriate substitution form has been submitted and approved by the Office of Graduate Studies.
- ____ Any graduate coursework taken as a non-degree-seeking student at USF that is to be included as part of the Planned Program of Study has been transferred into the degree program. (Up to 12 hours may be automatically transferred from non-degree seeking status.) Undergraduate courses need not be transferred.
- ____ Coursework taken at another institution to be included in the Planned Program has been transferred into the degree program. (3 classes [10 hours total] or 8 semester hours may be transferred from a regionally accredited institution.)
- ____ The student will be enrolled for at least two graduate hours in the semester the Exam is taken or the Portfolio is submitted.
- ____ On the back of this application list the classes that remain to be completed and the semester they will be taken. Begin with semester of the CE/PS.

Important information about Comp Exams will be distributed over graduate listserves. Be sure to monitor messages.

Applicant's Signature _____ Date: _____

Application Approved_____ Date: _____
Program Advisor

Application Denied _____ Date: _____
Program Advisor

Reason _____

When identified items have been rectified, student may be cleared to take the CE/PS the next scheduled time.

Please do not write in this space.

Date exam taken: _____ Result of Exam: ____ pass ____ fail
Date pass/fail letter sent: _____ Date of retake if needed: _____
Date verification form forwarded: _____ Result of retake: ____ pass ____ fail