

M.Ed. COMPREHENSIVE APPLICATION PROCEDURES

Loyola University Chicago – School of Education

___ Step 1. Check the appropriate academic calendar at <http://www.luc.edu/academics/schedules/> or SOE Calendar to confirm School of Education comprehensive examination procedures, dates, and deadlines. NOTE: The M.Ed. exam is offered on the **first** date listed for the exams or on the date designated by your department.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE DATE LISTED IN THE SCHEDULE.

___ Step 2. Return the application form to School of Education Receptionist:

WTC LT 11th Floor 312-915-6800

— Step 3. For written examinations, your program coordinator will confirm the date and time of your exam, provide you with an I.D. number, and notify you with final approval to take the exam. Please call your department if you have not heard from them at least two weeks prior to the exam.

___ Step 4. Take written comprehensive examination on the designated date as outlined at <http://www.luc.edu/academics/schedules/>. NOTE: The M.Ed. exam is offered on the **first** date listed for the exams or on the date designated by your program. Portfolios are due on the designated examination date unless otherwise specified.

* NOTE: For all teacher preparation candidates, procedures for completing the portfolio are explained during student teaching.

___ Step 5. You will be notified by mail with the results of the comprehensive examination once it has been reviewed by the appropriate faculty. Typically, this process takes one (1) to six weeks from the date of the M.Ed. comprehensive examination.

___ Step 6. If you have completed or are in the process of completing your program coursework, and are scheduled to receive your degree in August, January, or May, please file for Graduation at the same time that you file for your Comprehensive. Turn in your application for graduation to the Office of Student Academic Services, Water Tower Campus, Suite 1126.

School of Education
M.ED. Comprehensive Application



Water Tower Campus • 820 N. Michigan, 11th floor • Chicago, IL 60611
Phone: (312) 915-6800 • (312) 915-6660

Preparing people to lead extraordinary lives

Please print clearly

NAME _____ MAIDEN NAME _____

STREET _____ CITY _____ STATE _____ ZIP _____

Loyola ID # (LID) _____ PHONE (home) _____
(work) _____

Email _____ BIRTHDATE _____

DATE OF EXAMINATION* _____ 20 ____ PROGRAM _____
**(the first date in the course schedule or the date that your department sets)*

COURSES COMPLETED: please attach an unofficial transcript from LOCUS

When did you last attend? semester _____ academic year _____

Did you take the comprehensive examination before? YES NO (If yes, when? _____)

STUDENT SIGNATURE _____ DATE _____

PROGRAM DIRECTOR'S APPROVAL _____ DATE _____
(to be signed by your program director after you submit this form to your program coordinator)

FOR OFFICE USE ONLY:

Results of Examination verified by signatures of all examiners:

Pass Fail Conditional Pass*

*Conditions attached to a result of "Pass" (e.g., completion of additional course work) are to be set below.

Comments: _____

GPD Signature/Date

Date Student notified by Program ____/____/____ Date results posted by the School of Education ____/____/____