

COMPREHENSIVE EXAMINATIONS

**LOYOLA UNIVERSITY CHICAGO
THE GRADUATE SCHOOL**

Instructions: Students wishing to take masters or doctoral level comprehensive examinations should fill out the STUDENT PORTION of this form and submit it **to their graduate program** by that program's deadline for exams. Please do NOT submit this form directly to the Graduate School. Your program will complete the form after you have taken the exams, and submit the results to the Graduate School where they will, in most cases, be posted to your transcript. (For details about exam results and your transcript, please see the attached policies.)

STUDENT PORTION

Date submitted to program _____

Name _____ LUC ID # _____
Last First

Program _____ Circle one: Master's Exams or Doctoral Exams

Please note that, even if you are in a doctoral program, your exams may be masters level exams.

FACULTY/PROGRAM PORTION (Please check all that apply)

This is the only exam required for this degree.

This is one of a series of ____ exams.

Oral

Written

Oral and Written

The default posting for comps is M.A. (or M.S. or Ph.D.) Comprehensive Examinations in DEPARTMENT Passed mm/dd/yy. If it is appropriate, we will post a SHORT title of a special field exam which is mutually agreed on by the student and the faculty. If this is the case, please list the title of the exam EXACTLY AS YOU WOULD LIKE IT TO APPEAR ON THE STUDENT'S TRANSCRIPT here:

What is the DATE of the exam? _____ This too will be recorded on the student's transcript, except in cases of failure or conditional pass.

How many examiners are required in your program? _____

Please list the name of everyone who is in a position to make a formal decision about the exam, but not those who offered informal advice or help:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

RESULTS PORTION

Please select one of the options below, and have ALL the examiners sign below it, certifying that they agree. If there is a difference of opinion, you may record it for the student's record, but only one of the four results will be used.

Pass with distinction

Pass

Pass conditionally (you must list the conditions, and the date by which they are to be performed. The pass will not be noted on the student's transcript until all the conditions are met and the graduate school is notified in writing by the program)

Fail (failures are not recorded on students' transcripts, but students who fail more than once are typically dismissed from their programs. You are required to submit this documentation of failures to the Graduate School.)

Please print and sign below:

Graduate Program Director's Signature (this certifies only that s/he has seen these results and had an opportunity to record them in program records, and does not constitute an opinion about the exam itself):

Printed Name

Signature

Date