

# ED.D. Comprehensive Assessment Application Procedures

## Loyola University Chicago – School of Education

1. Check the appropriate academic calendar at <http://www.luc.edu/academics/schedules/> or SOE Calendar to confirm School of Education comprehensive deadlines and dates.

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

2. Return the application form to School of Education front desk:

WTC LT 10<sup>th</sup> Floor

312-915-6800

- 3a. For **Curriculum & Instruction** students your program coordinator will e-mail you the appropriate instructions a few weeks after the application deadline.

- 3b. For the **Administration & Supervision** examinations:

- i) Your program coordinator will confirm by e-mail the four minor areas for which you have been given approval two weeks after the deadline. Any questions regarding the minor areas should be directed to the program director.

- ii) A letter with the dates, times, and locations of your exams along with an I.D. number will be mailed about 4 weeks prior to the exam. If you have not received the confirmation letter at least two weeks prior to the first examination date, please contact your program coordinator immediately.

- iii) Take the comprehensive examinations on the designated dates outlined at <http://www.luc.edu/academics/schedules> or on the dates designated by your program area.

4. You will be notified by mail of the results of the comprehensive once they have been reviewed by the appropriate faculty. Typically this process takes six weeks from the date of the last examination in the series or the submission date.

School of Education  
**ED.D. Comprehensive Application**

To submit electronically, it must be  
completed in Adobe Reader



Preparing people to lead extraordinary lives

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

Name: (Please Print) \_\_\_\_\_  
Last Name First Name Middle Initial

Address: \_\_\_\_\_  
Number Street  
\_\_\_\_\_ City State Zip

Phone (H): (\_\_\_\_) \_\_\_\_\_ (W): (\_\_\_\_) \_\_\_\_\_

Loyola ID # (LID): \_\_\_\_\_ Email: \_\_\_\_\_

Date of Examination: \_\_\_\_\_ Advisor: \_\_\_\_\_

Courses completed: Please attach an unofficial transcript from LOCUS

Major Field: \_\_\_\_\_

For Administration & Supervision only: Collateral Fields (indicate courses for each collateral field)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Last semester attended: \_\_\_\_\_ Have you completed the assessment before: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office use only:

Approved to take Ed.D. Comprehensive Assessment: \_\_\_\_\_

Not Approved to take Ed.D. Comprehensive Assessment: Explain: \_\_\_\_\_

Program Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Results of Assessment 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 \_\_\_\_/\_\_\_\_/\_\_\_\_