



Graduate Studies Comprehensive Exam Application Form

Students choosing to take a Comprehensive Examination must complete this form in order to notify the program of your request to schedule a comprehensive exam and, if necessary, gain approval for the formation of a committee. Academic programs handle comprehensive exams differently, so you should speak to your department about their procedures. Students needing to form a comprehensive exam committee must obtain signatures from the committee chair and other members as well as attach a resume for each committee member who is not Utica College faculty. Students also **MUST ATTACH** their Academic Transcript, which can be found and printed in BannerWeb. Simply log into BannerWeb (under Login on all UC web pages) and follow these links: Student Services tab > Student and Financial Aid > Student Records > Academic Transcript.

Once completed, this form should be submitted to the relevant Program Director. Once the Program Director has approved the application, it should be sent to the Office of Graduate Studies, which will distribute a copy to the Program Director, Adviser/Committee Chair, and student. The original will be kept on file in the Office of the Registrar.

Student Name: _____ Student ID Number: _____

E-mail Address: _____ Preferred Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Graduate Academic Program: _____

Anticipated Semester and Year of Taking the Exam: _____

Student Signature: _____ **Date:** _____

1. Adviser/Committee Chair (type or print name): _____

Signature: _____ Date: _____

Additional Committee Members (if needed):

2. Member (type or print name): _____

Institutional Affiliation: _____

Signature: _____ Date: _____

3. Member (type or print name): _____

Institutional Affiliation: _____

Signature: _____ Date: _____

Approval of Program Director: _____ Date: _____

For Office Use Only

Date processed by Registrar: _____ Initials: _____