



Graduate Studies Comprehensive Exam Completion Form

Once a student has taken a Comprehensive Examination, this form must be completed by the academic program office as a means of informing Utica College of the outcome. The student must Apply for Degree by the appropriate graduation deadline. The student's Application for Degree will not be approved ("certified") unless this Comprehensive Exam Completion Form has been received by the Office of Graduate Studies by the appropriate graduation deadline.

Once completed and signed by the Adviser/Committee Chair, this form should be submitted to the Office of Graduate Studies, which will obtain approval from the Program Director and 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: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Graduate Academic Program: _____

Date Comprehensive Exam Taken/Submitted: _____

Outcome of the Comprehensive Exam:

Pass

Fail

If student failed, list the next step option(s) and any time limits (e.g., rewrite, retake, write thesis): _____

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

Signature: _____ Date: _____

For Office Use Only

Approval of Program Director: _____ Date: _____

Date processed by Registrar: _____ Initials: _____

Has student Applied for Degree? Yes No