



**COLLEGE OF EDUCATION**  
**APPLICATION FOR MASTER'S COMPREHENSIVE EXAMINATION/PORTFOLIO SUBMISSION (CE or PS)**

Name: \_\_\_\_\_ ID#   U   \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Degree \_\_\_\_\_ M.A. Dual Track (CE) \_\_\_\_\_ M.A. Reading (CE) \_\_\_\_\_ M.A. English Education (CE)  
 Program \_\_\_\_\_ M.A. Elementary Math/Science (PS) \_\_\_\_\_ M.Ed. Educational Leadership (CE)  
 \_\_\_\_\_ M.A. Elementary Curriculum/Literacy (CE) \_\_\_\_\_ M.A.T. Special Education (PS)

Semester/Year CE or PS will occur: \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall Year 20 \_\_\_\_\_

Examination/Portfolio Dates are as follows:

For FALL Exam The second Friday of November	For SPRING Exam The last Friday of March	For SUMMER Exam The last Friday of June
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This application should be received by your Program Advisor:

FALL Exam Due by 5:00 p.m. Friday of the first week of classes of the fall semester	SPRING Exam Due by 5:00 p.m. Friday of the first week of classes of the spring semester	SUMMER Exam Due by 5:00 p.m. Friday of the first week of classes of the summer semester
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In order to be eligible for CE or PS, students must ensure that the following criteria are met. Initial each box to indicate compliance.

- No more than one semester of classes remain to be completed in the semester in which Comprehensive Examination is being taken. For the Portfolio, no more than two courses remain to be completed.
- All incomplete grades are removed from the record the semester prior to the CE or PS.
- The student will be enrolled for at least two graduate hours in the semester the Exam is taken or the Portfolio is submitted.
- On the back of this application list the classes that remain to be completed and the semester they will be taken. Begin with semester of the CE/P

**Program Advisor;** initial each box to indicate compliance.

- A Planned Program of Study is on file in the COE Graduate Studies Office.
- Any classes taken in lieu of classes listed on the planned program are identified AND the appropriate substitution form has been submitted and approved by the College of Education.
- Any graduate coursework taken as a non-degree-seeking student at USF that is to be included as part of the Planned Program of Study has been transferred into the degree program. (Up to 12 hours may be automatically transferred from non-degree seeking status.) Undergraduate courses need not be transferred.
- Coursework taken at another institution to be included in the Planned Program has been transferred into the degree program. (3 classes or 8 semester hours may be transferred from a regionally accredited institution.)

**Important information about Comprehensive Exams will be distributed over graduate listserves. Be sure to monitor messages.**

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved \_\_\_\_\_ Date: \_\_\_\_\_

*Program Advisor*

Application Denied \_\_\_\_\_ Date: \_\_\_\_\_

*Program Advisor*

Reason \_\_\_\_\_

When identified items have been rectified, student may be cleared to take the CE/PS the next scheduled time.

**Please do not write in this space.**

Date exam taken: \_\_\_\_\_ Result of Exam: \_\_\_\_\_ pass \_\_\_\_\_ fail  
 Date pass/fail letter sent: \_\_\_\_\_ Date of retake if needed: \_\_\_\_\_  
 Date verification form forwarded: \_\_\_\_\_ Result of retake: \_\_\_\_\_ pass \_\_\_\_\_ fail