

## **DIRECTIONS TO APPLY FOR THE COMPREHENSIVE EXAMINATION (TESL 5960)**

**Note:** Students are eligible to take TESL 5960 after they have completed all of their required core courses and all required specialty/option courses. Completion of this application does not automatically enroll students for TESL 5960, Comprehensive Examination.

If you are planning to take TESL 5680 along with the comp exam (TESL 5960), be sure to submit the practicum application by the 7<sup>th</sup> week of the preceding semester.

**Step 1:** Pick up the “Application for the Comprehensive Examination” from King Hall C2098.

**Step 2:** Fill out the application for the Comprehensive Examination (TESL 5960).

**Step 3:** Submit completed application to the division office, King Hall C2098 by the appropriate deadline.\*

- ❖ 7th week of Spring Semester for enrollment in **Fall Semester**.
- ❖ 7th week of Fall Semester for enrollment in **Spring Semester**.

**\*Deadlines will be strictly enforced. If there are any delays in submitting your application, it will be moved to the next available semester in which exam will be given.**

**Step 4:** Office staff will review student’s course records to verify grades on program. Also to verify Advancement to Candidacy. Once course grades are verified, application will be given to student’s advisor for signature approval.

**Step 5:** The approved signed application is returned to the office staff, so they can input a “**permit**” allowing student to enroll in TESL 5960, Sec. 01.

**Step 6:** Student needs to complete a “Fee Analysis” form to pay registration fees at the Cashier’s Office by the deadline. If student is taking the Comprehensive Exam only, then student only pays a \$10 fee (indicated under Other Fees – check in Schedule of Classes). Students must access the GET system to officially enroll in TESL 5960, Sec. 01 on their scheduled registration dates.

**Step 7:** **Graduation is not automatic once you complete your degree requirements.** Students must apply for graduation by picking up a “Graduation Application” form from the Enrollment Services Office, ADM 409 or from Div. of AASE, King Hall C2098. Check the Schedule of Classes as to the filing deadlines for the appropriate semester, which you plan to graduate. Pay the necessary fees at Cashier’s, ADM 128 and submit your Graduation Application to appropriate office.

## APPLICATION FOR TESL 5960 - COMPREHENSIVE EXAMINATION

Name \_\_\_\_\_  
(Last)
(First)
(Middle)

Address: \_\_\_\_\_  
(Street)
(City)
(Zip Code)

CIN: \_\_\_\_\_ Email Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Advanced to Candidacy "G3"  Yes  No

**(Received "CR" for the WPE and completed all courses. Students with outstanding "IN" are not eligible)**

Semester in which you wish to enroll in the examination:  Fall \_\_\_\_\_  Spring \_\_\_\_\_

Please list the courses from your approved Masters program. List whether you have completed, currently enrolled, or anticipate the semester you in which you will complete.

Course Prefix & No. (ex. TESL 5640, TESL 5670)	Semester Completed	Semester Currently Enrolled	Semester Anticipate to Complete	Grade

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

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_