

Master's Request to Graduate/Comprehensive Exam Request

Instructions: Please fill out the personal information on top and the appropriate section below. Submit this completed form, along with an approved Program of Studies, to the Office of Graduate Student Services in Campion 135. Please keep a copy for your own records.

Name: _____ Eagle ID#: _____ Date: _____

Degree Program: _____ E-mail: _____

Local Address: _____ Phone: _____

Master's Student Request to Graduate

Fill out the personal information above, follow the instructions below, and check off as you complete each item.

- Attach a copy of your signed Program of Study with this form.
- Make certain that your Comprehensive Exam requirement has been fulfilled.
(see *Comprehensive Exam Request on the reverse side if you have not done this*)
- Make certain that any courses you have taken in transfer have been recorded on your transcript. If not, fill out a **Transfer of Credit Form**, and request an "official" transcript be sent to the **BC Lynch School of Education, Attn: Jeannette Romeo**.
- Make certain that any incomplete "I" grades have been completed and that a **Change of Grade** has been submitted to Campion 135 by the professor(s).
- Enter AGORA through the BC Homepage (<http://www.bc.edu/iehome/>) to update your diploma name. Under **Menu**, select: **View/Change Graduation Information**. Your graduation term will be updated by our office if it is not correct on AGORA. Please indicate here in which semester you will complete **ALL** course and comprehensive exam requirements for your diploma.
- Spring
- Fall Year: _____
- Summer

Do you plan to participate in the May Commencement Ceremony? Indicate yes, no, or maybe. Commencement information will be sent to you in the month of April and you will be asked to respond again at that time.

- Yes
- No
- Maybe
- Return this form with your signed Program of Study to the Office of Graduate Student Services, **Campion 135**.

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Master's Student Comprehensive Exam Request

All students ready to complete their comprehensive exam requirement must fill out the Request to Graduate section listed on the previous page, follow instructions completely, and return this form to the Office of Graduate Student Services (Campion 135) three weeks prior to the exam.

All graduate students are required to complete and pass a comprehensive examination. Each program has a different type of requirement. Please locate your program below, register for it, and follow up with your department as instructed below.

Teacher Education and Special Education Programs

Register for ED 888 in the final semester of your program. Your comprehensive examination requirement will be satisfied by your successful completion of ED 431/432, Inquiry Seminar.

Higher Education Program

Register for ED 888 in the final semester of your program. A take-home exam is given. Check the website and/or bulletin boards in Campion for exam times/dates for the semester you plan to take the exam. Indicate in the space provided here when you plan to take the Master's Comprehensive exam:

(semester and year)

Curriculum & Instruction Program

Register for ED 888 in the final semester of your program. A take-home exam is given. Check the website and/or bulletin boards in Campion for exam times/dates for the semester you plan to take the exam. Indicate in the space provided here when you plan to take the Master's Comprehensive exam:

(semester and year)

Educational Administration Program

Register for ED 888 in the final semester of your program. An oral exam is given by your department. Please meet with your faculty advisor for assistance in arranging your exam.

Educational Research, Measurement, and Evaluation Program

Register for ED 888 in the final semester of your program. An oral exam is given by your department. Please meet with your faculty advisor for assistance in arranging your exam.

Developmental and Educational Psychology Program

Register for PY 888 in the final semester of your program. A Critical Literature Review paper is required. Please meet with your faculty advisor for assistance in planning your paper topic and submitting a proposal. Check the website and/or bulletin boards in Campion for deadlines.

Counseling Psychology

Register for PY 888 in the spring semester of your final year. Check the website and/or bulletin boards in Campion for exam times/dates for the semester you plan to take the exam. Indicate in the space provided here when you plan to take the Master's Comprehensive exam:

(semester and year)

Important: You must submit a signed copy of your Program of Study with this form. This form will be returned to you and you will NOT be cleared for graduation if it is not completed as instructed above. 09/06

Signature of Student

Signature of Associate Dean of Graduate Student Services