

2021-22 Application for Candidacy and Master's Comprehensive Examination

A comprehensive examination is required for all Master of Education students (see back page for policies). To be eligible, an official degree plan must be on file in the UHV Office of Admissions & Records, and you must be enrolled in coursework the semester the exam is to be taken. **COUN** students must be enrolled in their last semester or the semester before graduation. All others (**ELAS, CUIN, SPED, and AHED**) must complete 24 hours of approved coursework before taking the exam.

Instructions: Complete the top portion of this application, including signatures of faculty preparing questions and faculty advisor before submitting to the Educator Preparation Office by the posted deadline. It is the student's responsibility to follow up with EPO to be sure the completed application has been received. It may be faxed to 361-580-5566. If you do not receive confirmation from the EPO within 3 weeks of the exam, please email EduCertAnalyst@uhv.edu. Email the same address if you have any other questions about the exam.

Test date	Application Deadline	Late Application Deadline (\$55 fee)
October 23, 2021	September 24, 2021	October 8, 2021
March 26, 2022	February 25, 2022	March 11, 2022
July 25, 2022	May 28, 2022	June 10, 2022

Name:

Student ID number:

Major/Concentration:

Desired Exam date:

UHV e-mail address:

Note: All correspondence regarding the exam is sent only to your @uhv.edu e-mail account.

Completed graduate hours (for this degree):

Graduate hours (currently in progress):

Location where you wish to take the exam (Victoria or Katy):

Will you require testing accommodations? (This must be coordinated with Disability Services.)

The following section does not apply to Counseling students (who take a multiple-choice comprehensive exam) or ELAS students (where comps questions are administered by the program). AHED, CUIN, and SPED students: Work with your faculty advisor to determine who will write the questions. It is your responsibility to initiate these conversations.

Questions will be written by the following faculty

1. _____
2. _____
3. _____

Signature (or **attached e-mail with faculty member's consent**)

1. _____
2. _____
3. _____

I have read and agree to the Master Comprehensive Examination Policies:

Student Signature (required): _____

Date: _____

Advisor Approval: _____

Date: _____

Associate Dean Approval: _____

Date: _____

Test Outcome

- Pass
- Conditional Failure
- Fail

Associate Dean/Dean Signature: _____

Date: _____

Master's Comprehensive Examination Policies

The Purpose of the Comprehensive Examination:

- To provide the student with an opportunity to demonstrate a synthesis of knowledge gained through the Master's program coursework.
- To assess the student's knowledge gained in coursework and his/her ability to retain and use this knowledge over a long period of time.
- To assess the student's ability to clearly communicate information and ideas related to the profession.

Scoring the Exam:

All programs except Counselor Education: The exam consists of three essay questions. Each question will be evaluated on a "pass" or "fail" basis by the committee member (usually within two weeks).

- A. The exam will be evaluated on a "pass" (pass all three question); "Conditional Fail" (pass two questions and fail one question); or "fail" (fail two or three questions).
- B. If a student receives a Conditional Fail on the exam, he/she may arrange to meet with the committee member to determine the process for removing the deficiency.
- C. If a student receives a Fail on the exam, he/she must reapply to retake the exam on the next scheduled test date.
- D. Candidates who receive Conditional Fail or Fail on three successive attempts of a comprehensive exam will be terminated from the program.
- E. For CUIN and SPED students, the committee will consist of:
 - A faculty member from the Major area
 - A faculty member from the Supporting Area
 - A faculty member from the Master Common Core AreaThe student's advisor must be one of these faculty members.
- F. For students in the Discipline/Instruction track of the Adult and Higher Education program, one question must be written by a faculty member in the content/discipline area (e.g., English, Psychology, etc.).

Counselor Education students: Students are expected to attain a 75% correct response in order to successfully pass their Comprehensive Examination.

- A. Students who do not meet a 75% correct response rate may retake the exam before the end of the semester.

- B. Students who do not pass on the second attempt within the same semester must wait for the next following semester to retake the exam.
- C. Students who do not succeed on their third attempt will be given the option of retaking courses that correspond to the sections of the exam that the student finds most problematic. Students must pass the re-taken courses with an “A” before being able to sit again for the comprehensive exam.
- D. Students who fail their comprehensive exam after being offered the chance to retake salient content area courses will be dismissed from the program.