

Master's Written Comprehensive Exam Checklist

Submit **ATC and Culminating Experience Proposal***, semester prior to registering for exam.

- ATC: Attach unofficial transcripts and proof of WEP. Get advisor's signature; bring to BH 156 for Chair's signature. Once Chair signs the Dept. will forward to the Dean's Office for review, signature, and submission to the University Graduate Studies office.
- Proposal for Culminating Experience: Get 2 Tenure/Tenure Track Faculty advisor's signatures and bring to BH 156 for the Chair's signature. Once the Chair signs the Dept. will forward to the Dean for review, signature, and submission to the University Graduate Studies office.

Enroll in SPED 896EXM for the Comprehensive Written Exam

- Students must enroll in the course SPED 896EXM. This course does not have any units and will not cost any additional fees. However, enrollment in the course is mandatory, in order for the department to track students taking the exam for their Culminating Experience.
- * **If accommodations are needed**, submit an Exam Accommodations Request (EAR Form), which can be obtained through Disability Programs and Resource Center (DPRC) website, <http://access.sfsu.edu/>, or office in SSB 105. Bring the EAR Form to the SPED Office, BH 156 for consultation prior to delivering to the DPRC.
- **Continuous Enrollment Requirement**: If you do not take the exam and earn your degree within 2 semesters (the semester of enrollment and one "grace semester") you will need to reapply to the university and department.

Review Study Guide and Master's Exam handout - Consult faculty advisers for a guide.

Familiarize yourself with Microsoft Word and Apple Computers

- Students will be using Apple computers and Microsoft Word to take the exam.
- You may practice using these computers in the SFSU Library.

Prepare for the Day of the Exam

-Students are expected to arrive for the exam no later than 11:45am, exam day.

Students must show proof of identification.

- No food or beverages are allowed in the exam room for the duration of the exam, cell phones and all electronic devices will be collected and turned off.

After the Exam

- Exams will be read and evaluated by a minimum of 2 Tenure/Tenure Track Faculty advisors.
- The Department will mail result letters to the address provided when registering. Exam results will not be disclosed over the phone or through email.
- The Department will provide the Report of Completion for each examinee. This report will be submitted to the Graduate Division on your behalf.
- After receiving your result letter in the mail, students may review their faculty reader exam comments by visiting the Dept. office, BH 156.