The Process of Applying for the Comprehensive Exam

Congratulations!

You have reached the tail-end of your degree! This form is to ensure that students know what is expected of them as they apply to take the comprehensive exam. If you have any questions, contact one of the Student Development Specialists listed at the bottom of the second page.

I. Apply for graduation.

You must apply for graduation on ASAP. The deadlines are as follows:

- Spring semester: February 15
- Summer (walking in May): February 15
- Summer (walking in December): June 15
- Fall: September 15

Remember that graduation and commencement are two separate events; graduation marks the completion of the degree while commencement is the actual ceremony where students walk the stage. If you fail to apply for graduation by the deadline, you WILL NOT be able to participate in the commencement ceremony (NO EXCEPTIONS!). This rule is set forth by the Graduation Coordination office.

2. Fill out the application to take the exam.

The application is now available on the ILT website:

http://isci.utsa.edu/Programs/g_programs.htm

OR

Email one of the Student Development Specialists (contact information is listed at the bottom of this form) or stop by our office to pick up a paper application. Students are able to email the application, fax it in, or turn the application in by hand. For students taking the exam during the fall or spring semesters, the application must be turned in to one of the Student Development Specialists by the graduation deadline (noted above). For students taking their comp exam in the summer, the application must be turned in by June 1.

3. Finalize your degree plan with your advisor.

Along with the application for the comprehensive exam, you must turn in a FINAL degree plan to the Student Development Specialist that is signed by both you AND your advisor. It is YOUR responsibility to fill out your degree plan and have it signed by your advisor. Contact your advisor early to get this taken care of!
4. Complete any necessary petitions or paperwork with your advisor and the Student Development Specialist.

If you were admitted with conditions, have classes transferred in from other institutions, or have any special circumstances regarding your status as a student, you need to make sure that your paperwork is complete. The Student Development Specialist can help take care of petitions and forms which require multiple signatures. These petitions take time to get through the proper channels, so it is very important that you take care of this early!

5. If you are not taking any other classes, enroll in EDU 6961.

For students who are not taking any classes the semester of their exam, enrollment in EDU 6961—Comprehensive Exam is MANDATORY. Students who are enrolled in other classes during the semester of their comp exam are not required to enroll in EDU 6961. Also, it is critical that students enroll in the correct section of EDU 6961. On the schedule of classes, note which section is designated for ILT students and enroll in that section. As this is a one hour class, students will also have to pay attention for the university deadlines to pay tuition and fees.

6. Ask questions early.

If you have any questions, do not hesitate to contact your faculty advisor or one of the Student Development Specialists as soon as possible. Missing any deadlines can mean postpone your exam and the completion of your degree! It is ultimately the student’s responsibility to make sure that everything is turned in on time and complete before the deadlines.

Contacting the Student Development Specialists:

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