REQUEST TO TAKE COMPREHENSIVE EXAMINATION (CPCE)
DEPARTMENT OF HUMAN DEVELOPMENT & PSYCHOLOGICAL COUNSELING
(CMHC and PSC Programs)

Some excerpts of university and departmental policies regarding comprehensives:

1. An acceptable performance on a comprehensive examination is required for the degree.
2. The comprehensive must be scheduled during the last one-third of the residence period and at least 14 calendar days prior to the date on which the candidate receives the degree.
3. Comprehensives are given once per Fall & Spring semesters.
4. A student must have taken at least 6 of 8 core classes and enrolled in the final two to register.
5. A student may not take comprehensives more than two times without additional work.

Each student must:

a. complete all parts of Section A.
b. obtain advisor’s signature in Section B.
c. return completed Request to Take Comprehensive Examination form & Examinee Supplemental Data Form to Dr. Dominique Hammonds’ box in the HPC office.
d. follow the registration instructions on the CPCE-CBT document & pay ($150.00) for the exam online
e. be present at scheduled exam time unless notified differently by the department chair or advisor.

Note: Further instructions or changes will be sent to your email address below by the HPC Department.

Section A:

Name of Student: ____________________________________________ Banner I.D. # ______________________________

Telephone # ____________________________ Preferred Email Address: ______________________________

Address: ___________________________________________________________________________________________________________

_________________________________________________________________________________________________________

Program: ________Clinical Mental Health Counseling

___________ Professional School Counseling

Have you completed at least 6 of 8 core classes: Yes__________________________ No __________________________

This request is for: ____________spring; ____________fall

comps.

__________________________ ______________________
Student Signature Date

Section B:

The student is responsible for getting their advisor’s signature as evidence that they have completed all necessary prerequisites for taking the HPC Comprehensive Examination. The advisor’s signature indicates that this student has been approved to take the exam for the current term.

__________________________ ______________________
Advisor’s Signature Date