

ED.D. COMPREHENSIVE APPLICATION PROCEDURES

Loyola University Chicago – School of Education

- ___ Step 1. Check the appropriate academic calendar at <http://www.luc.edu/academics/scheules/> or SOE Calendar to confirm School of Education comprehensive examination deadlines and dates.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE DATE LISTED IN THE SCHEDULE.

- == Step 2. Return the application form to School of Education Receptionist:

WTC LT 11th Floor

312-915-6800

- Step 3. Your program coordinator will confirm in writing the dates and times of your exams, provide you with an I.D. number, and notify you with final approval to take the exams, usually 4 weeks prior to the exam.
- Step 4. If the subject areas you have registered for are incorrect, or you have not received the confirmation letter at least two weeks prior to the first examination date, please contact your program coordinator immediately.
- ___ Step 5. Take the comprehensive examinations on the designated dates outlined at <http://www.luc.edu/academics/schedules> or on the dates designated by your department.
- Step 6. You will be notified by mail of the results of the comprehensive examination once they have been reviewed by the appropriate faculty. Typically this process takes six weeks from the date of the last examination in the series.
- ___ Step 7. If you have completed, or are in the process of completing, your program coursework, and are scheduled to graduate in August, January, or May, please file for Graduation at the same time as you file for your Comprehensive. Turn in your application for graduation to the Office of Student Academic Services, Water Tower Campus, Suite 1126.

School of Education ED.D. Comprehensive Application



Preparing people to lead extraordinary lives

Water Tower Campus • 820 N. Michigan, 11th floor • Chicago, IL 60611
Phone: (312) 915-6800 • (312) 915-6660

Name: (Please Print) _____
Last Name First Name Middle Initial

Address: _____
Number Street
_____ City State Zip

Phone (H): () _____ (W): () _____

Loyola ID # (LID): _____ Email: _____

Date of Examination: _____ Advisor: _____

Courses completed: Please attach an unofficial transcript from LOCUS

Major Field: _____

Collateral Fields: (indicate courses for each collateral field)

1. _____
2. _____
3. _____
4. _____

Last semester attended: _____ Did you take examination before: _____

Student's Signature: _____ Date: _____

Office use only:

Approved to take Ed.D. Comprehensive Examinations: _____

Not Approved to take Ed.D. Comprehensive Examinations: Explain: _____

Program Director's Signature _____ Date _____

Results of Examination verified by signatures of all examiners:

- Pass Fail Conditional Pass*

*Conditions attached to a result of "Pass" (e.g., completion of additional course work) are to be set below.

Comments: _____

GPD Signature/Date

Date Student notified by Program ___/___/___ **Date results posted by the School of Education** ___/___/___