



# MARQUETTE UNIVERSITY GRADUATE SCHOOL

## COMPREHENSIVE EXAMINATION PREPARATION

### CONTINUATION APPROVAL FORM

When a student is preparing for comprehensive exams, registration in the appropriate course listed below may be used to maintain the appropriate status. Use of these courses is not required. This form is to be used to request authorization for the course indicated in Section II. The faculty member that approves the form will be the instructor of record for the Comprehensive Exam Preparation course for that student and will be responsible for submitting the appropriate grade at the end of the term. The department must submit this form to the Graduate School after signing their approval. The Graduate School will register the student for the course. As of the Spring 2016 term permission numbers should no longer be provided for continuation courses. These courses are zero-credit courses, are not repeatable, and will be graded on a satisfactory or unsatisfactory basis. A course fee of \$100 will be charged. **This form is due in the Graduate School no later than the last day of registration for Session 1 in the requested term of enrollment.** If you need assistance completing this form, please contact the Graduate School at 414.288.7137.

#### I. Student Information

Name:  MUJID:

Department:  Degree:

Registration is requested for:  Fall  Spring  Summer Year:  2016  2017  2018  2019

Citizenship status:  U.S. Citizen  Permanent Resident  Visa Status:

#### II. Request for Exam Preparation Course:

Comprehensive Exam courses for half-time or full-time status may be taken in conjunction with credit-bearing or other zero-credit courses to result in the status indicated, as deemed appropriate by the department.

I am preparing for my comprehensive exam. I request the status indicated below for the above mentioned term:

**Master's** Comprehensive Exam:  Less than half-time (9984)  Half-time (9985)  Full-time (9986)  
LHT < 12 hours/week HT 12-20 hours/week FT > 20 hours/week

**Doctoral** Qualifying Exam:  Less than half-time (9987)  Half-time (9988)  Full-time (9989)  
LHT < 12 hours/week HT 12-20 hours/week FT > 20 hours/week

Hours per week I will spend on comprehensive exam preparation:

Courses taken in addition to the comprehensive exam preparation course:

	Subject and Course #: <input type="text"/>	Number of Credits: <input type="text"/>
	Subject and Course #: <input type="text"/>	Number of Credits: <input type="text"/>

I certify that:

- I am aware of the number of hours per week that this status requires, and I will work that number of hours. If I become unable to work that number of hours, I will notify my department so that my status can be changed appropriately;
- I have examined my Checkmarq account, I have no holds, and I am eligible to register and;
- Once my department has approved this course, I give them permission to submit this form to the Graduate School so that the Graduate School may enroll me as indicated above. I have reviewed and am aware of the billing policies of Marquette University ([http://www.marquette.edu/mucentral/bursar/billing\\_index.shtml](http://www.marquette.edu/mucentral/bursar/billing_index.shtml)).

Student Signature:  Date:

#### III. Departmental Approval

I certify that:

- I will monitor the hours that this student is completing towards the enrollment status being assigned to them.
- Should the status change, I will notify the Graduate School immediately.
- I will submit this form directly to the Graduate School, who will enroll the student.

Adviser Signature:  Date:  Section Number:

Dept. Chair or DGS Signature:  Date:

PLEASE FORWARD COMPLETED FORM TO THE GRADUATE SCHOOL