**LETTER OF INTENT TO COMPLETE COMPREHENSIVE EXAMINATION**

**Department of Criminology and Criminal Justice**

I, (991- ) hereby declare my intent to take the comprehensive examination scheduled to be administered during the Spring/Fall (circle one) 20\_\_\_\_\_\_\_ scheduled date. To be eligible to sit for the comprehensive examination, students must complete/meet the following requirements:

1. Submit this form to the Department of Criminology and Criminal Justice by September 1 for the Fall exam, or February 1 for the Spring exam via e-mail, mail, or in person.
2. This letter of intent certifies that you have completed 24 of the 36 required Master of Science credit hours. Any student sitting for the exam prior to completing this requirement will automatically receive a failing grade for the entire exam requiring the student to retake all courses.
3. This letter of intent certifies that you have either completed or are currently enrolled in the substantive courses in the three core areas (Criminological Theory; Research Methods; and Law) and the substantive courses to complete one of the content areas (either Law Enforcement or Corrections). Any student sitting for the exam prior to completing these two requirements will automatically receive a failing grade for the entire exam requiring the student to retake all courses.

4. Failure to take the exam on the first designated date will constitute a failure. Students may be eligible to complete the exam on the make-up date during the same semester.

See the comprehensive exam policy for further information on failing the exam and the make-up policy.

Portal ID:

Signature Date

(E-mail from your MyMail account constitutes an electronic signature)