BRANDMAN University

CHAPMAN UNIVERSITY SYSTEM

Student Letter of Responsibility Comprehensive Exams

Students who do not meet exam eligibility requirements and would like to take the comprehensive examination must complete this Student Letter of Responsibility. In the event that there is a delayed release of grades for any required courses taken the session immediately preceding the comprehensive exam, it is highly recommended that students complete the Student Letter of Responsibility.

BU ID# _____ **Home Campus** _____

Name _____
Last First Middle Initial

Date of exam administration:

☐ December 17, 2011 ☐ April 21, 2012 ☐ August 18, 2012

Academic Program _____ **Emphasis** _____

Insert the appropriate course(s) in the blank below:

I hereby acknowledge that I have not completed the following course(s) which is/are required prior to taking the comprehensive exam: _____.
In requesting to take the comprehensive examination prior to meeting the exam eligibility requirements described in the catalog, I may be at some risk. I further acknowledge that the comprehensive examination is a requirement of the degree, and I accept full responsibility for preparing for and successfully passing the examination.

_____
Student Signature ***Date***

Office Use Only

Comments: _____

_____
Academic Advisor/Faculty Signature ***Date***

Comment: _____ ☐ ***Approve*** ☐ ***Disapprove***

_____
Dean Signature ***Date***

Routing Information

- Academic Advisor/faculty member prints student evaluation upon receipt of request.
- Student obtains Academic Advisor/faculty signature and submits completed form to campus exam coordinator.
- Campus exam coordinator faxes request and evaluation to appropriate Dean.
- Dean will fax form back to Campus once decision has been reached.
- Campus is responsible for notifying student of the results.
- The original form must be retained by the Campus. A copy should be given to the student.