

UNIVERSITY OF WISCONSIN-MADISON
 Department of Educational Leadership & Policy Analysis

EXAM OPTION

Application of Intent to Write Master's, Ph.D. Qualifying, or Educational Specialist Certificate Program Examination

Name	ID Number
Address (street)	City Zip
Telephone (work)	(home)
E-mail	Advisor

Completing Master's Degree	<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> December
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Completing Ph.D. Qualifying Exam	<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> December
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Completing Educational Specialist Certificate Exam	<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> December
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Current degree program (check appropriate program):
<input type="checkbox"/> Completing Madison Master's
<input type="checkbox"/> UW-Oshkosh Cooperative** Masters'
<input type="checkbox"/> UW-Whitewater Cooperative** Masters'

** It is the responsibility of all cooperative students to provide the Department of Educational Leadership & Policy Analysis with one updated, official copy of all transcripts listing graduate courses taken elsewhere (i.e. Whitewater, Oshkosh, etc.) as part of the degree program.

SUBMISSION OF INTENT TO COMPLETE FORM DEADLINES:
 (Exam dates will be posted on the website www.education.wisc.edu/elpa)

May Exam	submit intent form no later than March 27
August Exam	submit intent form no later than July 4
November Exam	submit intent form no later than November 1

Do you plan to continue in a Ph.D. program at UW-Madison?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you continuing in either the Educational Specialist Certificate Program or a certification program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Master's Degree Candidates Must...

- Be enrolled for a minimum of 2 graduate level credits (300 or above for a grade, no audits, no pass/fail).
- Pay the completion fee (if required by the Graduate School) prior to the degree deadline. Degree completion fees are only changed if you are not enrolled during the semester you intend to complete your degree.
- Meet the credit requirement for the appropriate degree and have a graduate GPA of at least 3.00.
- Remove all grades of incomplete prior to the degree deadline. If you receive an incomplete grade for the semester you are completing your degree program, you will not receive your degree until the semester the incomplete grade is changed to a letter grade.
- Have an approved program plan on file with the Department.

Ph.D. Qualifying Exam Candidates Must...

- Have completed or be in the process of completing 18 credits of course work in Educational Leadership & Policy Analysis.

The exam is written on computers in the CIMC on campus. Would you prefer to hand-write (blue book) the exam?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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SELECTION OF EXAMINATION QUESTIONS

The format of the exam requires that the student pre-select courses for exam questions. Students are required to write on two of the three courses selected for the morning session and two of the three courses selected for the afternoon session. As of January 1987, students may not select to write on courses numbered 700, 890, 900, or 990. Students may not write on 999 in order to preserve the blind nature of the examination scoring.

Please indicate your morning and afternoon course selections in the following spaces. Because you will only be writing on four questions, you have the option of listing only four courses.

You may change your course selections up to 7 days prior to the exam.

DO NOT REQUEST THE QUESTION FROM THE INSTRUCTOR! Faculty have the option of providing students with questions prior to the exam or not giving the questions out until the day of the exam. You will be provided with any questions faculty opt to provide prior to the exam one month before the exam. Feel free to contact faculty who do not provide their question(s) in advance for advice.

Morning Session

Course Number	Title of Course	Instructor	Semester/Year Taken

Afternoon Session

Course Number	Title of Course	Instructor	Semester/Year Taken

ALL QUESTIONS WILL BE EVALUATED ON THE BASIS OF PASSING THE EXAM AS A MASTER'S EXAM AND AS A QUALIFYING EXAM FOR THE EDUCATIONAL SPECIALIST CERTIFICATE AND/OR Ph.D.

Scoring:

For each criterion, a 5-point scale is used. Your score for the question is obtained by averaging the scores for all criteria listed on the evaluation sheet.

Students seeking to pass the Master's exam must obtain an overall mean score of at least 3.0.

Students who are taking the exam to qualify for continuing their coursework in the Ph.D. or Educational Specialist Certificate programs must achieve an overall mean score of at least 4.0.

Recommendations for Ph.D. or Educational Specialist Certificate Students:

In addition to achieving an acceptable score (mean score of at least 4.0), raters are asked to provide a recommendation for advanced graduate work. To qualify for continuance in the Educational Specialist Certificate Program and/or the Ph.D. program, students must obtain at least 3 out of 4 "YES" recommendations for continuance.

Please return this form to Shari Smith, Student Services Coordinator, 1152 Educational Sciences Building, 1025 W. Johnson Street, Madison, WI 53706.