

Title: COMPREHENSIVE EXAMINATIONS - ADULT HIGH SCHOOL

Code: DD0702

Policy Reference: D0107, Adult High School-Philosophy

Adult High School Comprehensive Examinations enable students to earn high school credit for subjects completed early, completed through self-study classes, or completed outside the classroom. These tests must have the approval of the associate dean of the Adult High School.

To be eligible to take a comprehensive examination, a student must be, or have been, enrolled in the Adult High School. A Comprehensive Examination Fee will be charged for each test given. A student who has failed a comprehensive test may take another form of the test whenever the instructor feels that s/he is ready. The completed tests are stored in the office of the associate dean and are discarded after one year.

I. Milwaukee Campus**a. The student should:**

- (1) Secure and complete an Application for Comprehensive Examination, Form 3G:07. These are obtained either from a self-study class teacher or the Adult High School desk.
- (2) Have the instructor or counselor authorizing the test sign Form 3G:07.
- (3) Take the authorized Form 3G:07 to the Adult High School desk for recording.
- (4) Pay the fee at the cashier's window.
- (5) Take Form 3G:07 to the associate dean and make arrangements to take the test. (Hours - daily 8:00 a.m. to 4:00 p.m. and on scheduled evenings 6:00 p.m. to 9:00 p.m.)

b. The associate dean will send the completed test, answer key, and Form 3G:07 to the appropriate instructor for correction.

c. The instructor should return the corrected test, answer key, and Form 3G:07 to the associate dean.

Approving Authority:

Andrew Hopgood
Dean, High School Relations

Date: 8/15/94

Title: COMPREHENSIVE EXAMINATIONS - ADULT HIGH
SCHOOL

Code: DD0702

Policy Reference: D0107, Adult High School-Philosophy

- d. The associate dean will send the Application Sheet to the Adult High School desk, Milwaukee Campus, where the grade will be entered on the student's scholarship record, and the student will be notified of the results.
2. Regional Campuses and Evening Centers:
 - a. The student should:
 - (1) Obtain an Application Sheet, Form 3G:07, from the instructor.
 - (2) Complete Form 3G:07 and present it to the instructor for his/her signature.
 - (3) Take the authorized Form 3G:07 to the office at the regional campus or evening center and pay the fee to the office clerk.
 - b. The regional campus or evening center office staff will forward Form 3G:07 to the associate dean of the Adult High school, at the Milwaukee Campus, and send the fee to the Office of Business Management.
 - c. The associate dean of the Adult High School will send the appropriate test, answer key, and Form 3G:07 to the Liberal Arts and Sciences supervisor for delivery to the instructor.
 - d. The instructor administers and corrects the examination and returns the examination, answer key, and Application Sheet to the Liberal Arts and Sciences supervisor for delivery to the Adult High School associate dean. The test is to be completed in one three-hour session, unless other arrangements are made.
 - e. The Adult High School associate dean will send the Application Sheet to the Adult High School desk, Milwaukee Campus, where the grade will be entered on the student's scholarship record, and the student will be notified of the results.

Office of Responsibility: High School Relations