

APPLICATION FOR DOCTORAL PRELIMINARY EXAMINATION (Part A)

**COUNSELING, EDUCATIONAL PSYCHOLOGY & SPECIAL EDUCATION
MEASUREMENT & QUANTITATIVE METHODS**

INSTRUCTIONS: Complete Part A and B of this application.

_____ 20_____
(Current Date) (Exam Year)

Name: _____ Telephone _____

Current Address: _____
(Street Address)

(City) (State) (Zip)

Address2 (as of August 1 of exam year; if different from Current Address):

(Street Address)

(City) (State) (Zip)

MSU email address: _____ Student Number (PID): _____

Semester & Year of first course taken in Ph.D. program: _____

Name of Advisor: _____

Circle all of the following courses that you have taken:

CEP 900 CEP 901 CEP 930 CEP 932 CEP 933 TE 931
Other Prosem Course # _____ CEP 934 CEP 937

Please contact MQM SPRC Representative if special accommodations are required (please include a description of accommodations documented in RCPD Verified Individualized Services and Accommodations (VISA) form in your request; a hardcopy of the VISA needs to be submitted to the SPRC Representative before arrangements for accommodations can be made).

(continued on page 2)

Computer Use

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You will use a word processing program on a laptop computer to write all responses of your preliminary exam. It is assumed that you will use your personal laptop computer for this purpose. If you do not have access to a laptop and/or word processing software, you are expected to make your own arrangements for a computer and software for that purpose (there are a limited number of department laptops that may be available on a loaner basis, but this alternative is not guaranteed to be available so please check for availability and make arrangements early. If you need assistance in making these arrangements, please contact the SPRC representative). Either MAC or IBM software is acceptable. It is expected that you will use the computer only for the purposes of typing your response to the preliminary examination; you are not permitted to access any other programs on your computer during the exam unless directed by the SPRC representative for the purposes of submitting the response file. The department reserves the right to inspect the computer you are using prior to and during the exam and before accepting student responses. In addition, you must agree to allow CEP faculty to use an online anti-plagiarism tool when grading your response to the preliminary exam.

I am applying to take the CEPSE Preliminary Examination. I have discussed the nature of the exam with my doctoral advisor. I understand the departmental policies for the format of the exam and the guidelines regulating computer use as described above. By signing below, I agree to abide by the procedures and regulations explained above and certify the information provided by me to be accurate and complete.

(Signature of Student)

(Date)

Statement by advisor:

I have checked this application and my records to verify that the student has completed the prerequisite requirements and approve administration of the Preliminary Examinations to the student during the semester indicated above.

(Signature of Advisor)

(Date)

ENROLLMENT STATUS

Please Note: Department policy *requires* that you be enrolled for coursework during the semester the examination is administered or in the case of an examination administered before classes begin, the semester immediately following the exam date.

APPLICATION FOR DOCTORAL PRELIMINARY EXAMINATION (Part B)

CEPSE Preliminary Exam Academic Honesty and Ethical Principles and Practices

The faculty recognizes its role in supporting the learning and professional development of each student and in doing everything legitimately possible to help the student pass the preliminary examination. In recognition of this responsibility, the faculty will make every effort to ensure that the examination questions, examination procedures, evaluation of responses, and reporting of results and recommendations for improvement will be done in a fair and timely manner.

In a community of scholarship and practice, students share the responsibility for ensuring the quality of the examination. Students are therefore expected to prepare thoroughly for the examination and to follow established procedures for registering for the examination, taking the examination, and seeking results of the examination. At all times throughout this process, students, as well as faculty, are expected to conduct themselves with the highest character and integrity.

The preliminary exam is based on an honor system. The completed exam represents the work, understandings, and knowledge of the student, without assistance from other individuals to complete the exam. Completion of the exam means that the student agrees to comply with these policies and represents the work solely as their own.

To ensure the security and integrity of the examination process, it is expected that:

- No faculty or staff member shall give any student information about the exam that would give the student an unfair advantage over other students.
- Any faculty or staff member having knowledge of any student or students receiving information about the content of any exam that gives that student an unfair advantage over others, must report that knowledge to the Department Chairperson and/or SPRC Representative.
- No student shall accept exam information if it is suspected that the information is about the content of the exam.
- Students shall report to the Department Chairperson and/or SPRC Representative any knowledge they have of other students or faculty giving or receiving information about the content of any examination.

Academic Honesty, Michigan State University

Academic honesty is central to the educational process and acts of academic dishonesty are serious offenses within the University community. Suspension from the University could be the consequence for acts of academic dishonesty. (from:

<http://splife.studentlife.msu.edu/regulations/types-of-rules-and-regulations-2>)

APPLICATION FOR DOCTORAL PRELIMINARY EXAMINATION (Part B)

General Student Regulations (from <http://splife.studentlife.msu.edu>)

(Source: MSU, General Student Regulations, Effective September 1, 1989)

1.00 Protection of Scholarship and Grades: The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:

- 1.01 claim or submit the academic work of another as one's own.
- 1.02 procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
- 1.03 complete or attempt to complete any assignment or examination for another individual without proper authorization.
- 1.04 allow any examination or assignment to be completed for oneself in part or in total, by another without proper authorization.
- 1.05 alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- 1.06 fabricate or falsify data or results.

Integrity of Scholarships and Grades (from <http://splife.studentlife.msu.edu>)

(All-University Policy, November 18, 1969, revised July, 1990, 1993, 2009, 2010, Effective August 16, 2011)

1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The university expects both instructors and students to honor these principles and, in so doing, to protect the validity of university education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work and implement proctoring standards appropriate to the design of the course.

2. If an instructor alleges a student has committed an act of academic misconduct, the instructor is responsible for taking appropriate action. Depending on the instructor's judgment of a specific instance, the instructor may give the student a penalty grade. A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course. [For a definition of "penalty grade", see Academic Freedom Report (AFR) Article 11 and Graduate Students Rights and Responsibilities (GSRR) 8.1.17.].

Violation of these ethical principles and policies may result in automatically failing the preliminary examination.

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I have read, understand and agree to abide by the ethical principles and honor code described above. I understand that the work on the exam must represent my own work without the assistance of others. By signing below, I agree to abide by the policies and standards described above and in the University policies and standards as described in the Spartan Life Handbook and The Graduate Student Rights and Responsibilities.

Student's Name (print)

Student's Signature

Date

**DELIVER COMPLETED APPLICATION FORM, PARTS A & B
TO PROGRAM SECRETARY BY:
AUGUST 1**