

# Comprehensive Exam Fee

## Comprehensive Exams

End of program comprehensive examinations are administered at the conclusion of all program coursework. These examinations indicate the proficiency attained by the student in instructional areas of significance in state and national licensing examinations. The results of all comprehensive examinations will be entered on the student's permanent academic transcript.

All comprehensive exams are taken on campus and after successfully completing the program. Comprehensive exams are not provided or available online. The comprehensive exam(s) is an evaluation that measures a student's competency and mastery of the concepts in the field of the funeral service academic discipline. Passing each comprehensive exam, indicates that a student is prepared to take the National Board Exam. The exams will cover all courses that are taken within the sciences and the arts required by the ABFSE. Passing the comprehensive exams are a graduation requirement. Comprehensive Exams are a Pass/Fail exam; the student will receive either a "pass" or "fail" and not a letter grade.

## Comprehensive Exam Requirements

- ❖ The student has successfully completed the program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses for the AAS.
- ❖ For the AAS degree, a student must successfully complete all requirements of the Clinical Embalming program as specified by the College and the American Board of Funeral Service Education, and also be certified by the Clinical Program Director as minimally technically competent in entry level embalming practices.
- ❖ The student must be free of all indebtedness to the College prior to taking your comprehensive exams.
- ❖ For all programs, the student must have successfully completed all requirements of the Funeral Director Practicum

## Comprehensive Exam Retake

**First Retake:** Should a student exercise the option of taking the first retake, this will constitute a second attempt to pass the comprehensive exams. Our college will allow a student to re-take the failed comprehensive exams if a student does not pass the first attempt. If you fail an exam on your first attempt, then you have an opportunity to retake the comprehensive exams. Retakes will be provided for the individual failed exam/s or subject area. A student will not retake the entire set of comprehensive examinations.

**Second Retake:** Should a student exercise the option of taking the second retake, this will constitute a third attempt to pass the comprehensive exams. Our college will allow a student to re-take the failed comprehensive exams if a student does not pass an exam after the second attempt. If you fail an exam after your second attempt, then you have an opportunity to retake the comprehensive exams. Retakes will be

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provided for the individual failed exam/s or subject area. A student will not retake the entire set of comprehensive examinations.

*(Students unable to pass the second retake (third attempt) at the minimum score must wait until the following quarter and may then register to retake the entire set of comprehensive examinations. In addition, a student unable to pass the second retake (third attempt) will not have met graduation requirements.)*

**Third Retake and Fee:** Should a student exercise the option of taking the third retake, this will constitute a fourth attempt to pass the comprehensive exams. Our college will allow a student to re-take the comprehensive exams if a student does not pass the third attempt. Third retakes are not offered directly after the second retake. If you fail an exam on your third attempt, then you have an opportunity to retake the comprehensive exams at the end of the following quarter. A student will retake **all** comprehensive examinations.

Students will be permitted to join the (online or on campus) Capstone Course (Comprehensive Review Course) and Boot Camp, at no cost, offered in the following quarter of the failed second retake and prior to the third retake. Students must contact the college to request enrollment in both the Capstone Course and Boot Camp, prior to the first day these are offered. Third Retake Comprehensive Exam Fee must be paid in advance in order to secure your testing seat and to participate in the study resources available.

## Third Retake - Comprehensive Exam Fee

A \$600.00 Comprehensive Exam Fee is charged prior to a student taking their third retake. The initial exams, first, and second retake exams are not charged. This fee covers:

- ❖ Development of new comprehensive exams for third retake students
- ❖ On campus proctoring of comprehensive exams and administration of exams
- ❖ Grading of the exams