

DRAFT February 9, 2005

Comprehensive Examinations

All candidates shall perform satisfactorily on a written and/or oral examination of the contents of their program of studies and/or the defense of their thesis. Particulars are specified by programs. **Please refer to program areas for specific information on the requirements for each program and for the policy related to comprehensive examinations and/or defense of thesis.** Comprehensive examinations are scheduled after application for a degree has been filed and evidence exists indicating that the student should complete all degree requirements. Comprehensive examinations are not or be given prior to admission to candidacy, or while the student's overall or program graduate grade point average is below 3.0.

Committee chairs must file the Schedule of Oral/Comprehensive Examination in the Office of Graduate Education and Research with copies to the student and committee members at least two weeks prior to the comprehensive examination. Committee chairs shall certify the results of the completion of the comprehensive examination to the Office of Graduate Education and Research no later than ten days in advance of Commencement.

A review period of not less than 60 days nor more than one year is required of candidates who fail the comprehensive examination or thesis defense initially. Additional courses or thesis work may be required of a failing student. Committee changes are not normally approved between the first taking of the comprehensive examination or thesis defense and the retake. Comprehensive examinations may not be retaken more than once for the master's or specialist's degrees.

An appeal of a failure on the comprehensive examination will follow the grade appeal process established for the University. If a student believes the failing score assigned for a comprehensive examination is unjustified, the student should consult with the chair of his or her graduate committee (in lieu of a course instructor) seeking a satisfactory explanation. If after doing so, the student still believes the failing score is unjustified, the student may appeal pursuant to the grade appeal process to the department chair or graduate program coordinator as appropriate. (Any appeal to the score on a comprehensive examination must follow the grade appeal process established for the University. Specifically, if a student believes the score assigned for a comprehensive examination is unjustified, the student should consult with the committee chair, seeking a satisfactory explanation. If, after doing so, the student still believes that the score is unjustified, the student may appeal the score, in writing, to the department chair. A written appeal must be filed within 30 days after the beginning of the next semester (exclusive of summer session)). Please also refer to the section on Grade Appeals in this catalog and to the University Handbook for Students for complete policy concerning grade appeals.