

Ph.D. Comprehensive Examination Policy
Educational Policy Studies

This policy applies to all Ph.D. students who enter in the Spring semester 2012 and beyond. Students enrolled prior to Spring 2012 will have the option of taking the comprehensive examination according to the previous format or selecting the current version. Comprehensive examinations will be given twice each year, once each during the Fall and Spring semesters. The examinations will be administered on or about the 9th week of the semester. Students must notify the department chair in writing of their intention to take the examination by September 15 for Fall Semester or February 1 for Spring Semester.

For those who wish to complete an on-campus exam, the parameters are as follows:

Space is provided by the department

Proctoring is provided by the department

Exams are administered in three sessions which are scheduled as follows:

- | | |
|-------------|--|
| A Monday | 9:00-12:00 |
| B Wednesday | 9:00-12:00 |
| C Friday | 9:00-12:00 |
| D Orals | To be completed by the last day of the semester. |

Question A - This examination for all program areas includes concepts explored and or related to the research method/methodology area.

Question B - This examination for all program areas includes concepts explored and or related to the cognate/specialty area.

Question C - This examination for all program areas includes concepts explored and or related to the major area

A student's committee members will determine the content of the examination items and the scoring of the responses. It will be the decision of the committee whether to discuss and to distribute examination questions in advance.

For those students wishing to complete take-home (off campus) exams, the parameters are as follows:

The exam questions will follow the same format as A, B, and C above.

Question A is the research method/methodology area. Question B is the cognate/specialty area. Question C is the major area. A student's committee members will determine the content of the examination items and the scoring of the responses. It will be the decision of the committee whether to discuss and to distribute examination questions in advance. Students will take no more than three weeks to finish the exams.

For all exams (on-campus and off-campus):

An oral exam will be part of comprehensive exams for all sessions. Content is established by the student's committee. The oral exam must be completed in the same semester that exams are completed. Comprehensive exams may be taken during the Fall or Spring semesters. Students may not complete them during summer semesters.

Students may pass or fail any session (A B or C) of the exam. All sessions must be passed in order to pass the examination. Committee members will grade the examination on a pass/fail basis. Consensus of the student's committee is required to pass all sessions.

A student who fails a session may sit for that session a second time. The committee will determine the time of the retest. After two failures on any session, the student is not eligible to retake that session, has failed the comprehensive examination, and is not eligible to continue doctoral studies.

Examinations should be written with a computer.

Notice of the examination results will be forwarded to the Office of Academic Assistance by the end of the semester.

Revised December 12, 2012