Faculty Procedure for URPD Comprehensive Exams

2/16/2015

This is the proposed sequence of events and responsibilities of the advisor and student in preparation for the Comprehensive Exam in URPD.

1) URPD student works with advisor to establish major and minor fields.
2) Student assembles a comprehensive exam committee based on the fields. It is strongly advised that students select committee members with whom they have had a class.
3) Student prepares a reading list with materials to be potentially covered in the final exam.
4) The student's Comprehensive exam committee reviews the reading list and adds material as they see fit.
5) Student, Advisor, and committee members decide on an exam date and time, i.e. morning of day 1 and return of the exam on the morning of day 4. Since the exam can be e-mailed to the student, the faculty do not need to be in town. Usually the exam date comes at the end or shortly after the students second year.
6) The advisor connects with the committee to set a date for the questions for the comprehensive exam, which should be at a minimum two weeks prior to the exam date.
7) The advisor collects the questions, (usually by e-mail) and reviews the questions to ensure they are fair, understandable, and cover the agreed upon fields.
8) If the advisor determines revisions in the questions are necessary, a review by the other committee member author should be sought. This is the reason for receiving the question at least two weeks prior to the exam. The advisor therefore has time to seek revisions.
9) The student has 72 hours to write the exam and the advisor sends the questions to the student at the beginning of the 72 hours.
10) When the student has finished the exam, he or she sends it via e-mail it to the advisor.
11) The advisor sends the questions out to the committee for evaluation.
12) The committee has two weeks to grade the exam.
13) The evaluation is pass or fail.
14) The purpose of the oral exam, which occurs not less than two weeks after the exam completion, is for faculty to explore issues not raised by the student or not clearly addressed in the written exam.
15) Oral exams last about 2 hours. At the end of the 2 hours, the student steps out of the room and faculty decide pass, pass with some revisions, or fail.
16) If the student fails they may take the exam a second time, but not more. Students may fail only one question and rewrite that question. Decisions on pass or fail are left to the committee and advisor.
17) Once the student has passed, they must go to the graduate school website, fill out the Advance to Candidacy form, and give it to their advisor for a signature, who then gives it to the Director of the URPD program for a signature and submission to the graduate school.