

## **MS Non-Thesis Comprehensive Exam (Prior to fall 2012)**

### **Final Exam**

A Comprehensive Final Exam is required. The purpose of the exam is to test the student's competency in the chosen area of focus. The supervisory committee administers the exam, which must address all five core classes making up the focus.

### ***Scheduling the exam***

The exam may be taken no sooner than the semesters in which all core classes are to be completed. Exams may not be scheduled during the 12th week of the semester, when Ph.D. qualifying exams are being held.

1. Students must first communicate with their committee members to find a date and time for the exam. Students must schedule their exam at least two weeks in advance.
2. The student must also coordinate with the committee with regard to the five focus classes and which members will oversee examination for which classes.
3. Examiners must then initial next to each focus class on the *Program of Study* form.
4. Once a date has been set, students can see the Graduate Advisor to schedule the ME Conference Room. If the ME Conference Room is not available, students will need to check with the other departments in the college to schedule a room.
5. At one week prior to the exam and at one day prior to the exam, the student must send reminder emails to the committee, detailing exam date, exam time, a list of the focus classes, and which professor is overseeing which exam.

### ***During the exam***

The exam consists of both written and oral components, both of which are expected to be taken in the same day. The written exam is two hours in length and has an open-book format. Laptops are not permitted during the written exam. If electronic notes and/or WebCT resources are necessary for taking the exam, the written can be held at the on-campus Testing Center. Exams need to be scheduled with the Grad Advisor three weeks in advance in order to schedule the Testing Center.

The oral exam is approximately one hour in length and must follow the written exam. There is a one-hour break between the oral and the written portions. The committee members need only be present for the oral portion.

### ***After the exam***

1. After the oral portion, the student will be excused for deliberation.
2. If the committee votes to pass the student, the student will be informed and will be ready to graduate.
3. In the event that the exam is not passed, it must be retaken. The student is expected to retake the exam no sooner than two months and no later than one year after the original exam.