

Graduate Degree – 700 Course Option Comprehensive Exam – 4 credits

Graduate students using the comprehensive, 6 hour, exam option will have her/his graduate committee develop exam questions and assess student answers. Below is a description of the processes which will be used for students using the comprehensive exam option for the 700 course requirements.

1. Test Development

The graduate committee will develop comprehensive exam questions from the graduate student's program of study. Each exam is individualized for the student's unique program of study and career interests.

2. Testing Process

A. Approved Testing Sites

The graduate student will work with the graduate committee chair to establish the testing site. Every exam will be delivered under the supervision of a designated testing center or under the supervision of a professional administrator who agrees to proctor the exam in accordance with the testing protocol.

B. Testing Time Protocol

The graduate student will use the pre-approved testing site to take the 6 hour comprehensive exam. The exam process must be completed within a 7 hour time frame.

1. Students will work in 2 hour blocks of time to write answers to exam questions. At the end of each 2 hour block of time, the student will submit the exam answers to the exam proctor.
2. The student can take 10 to 15 minute breaks between the two hour testing sessions. The student can also take one 30 to 60 minute meal break between two of the testing sessions.

C. Test Taking Protocol

1. Students cannot use notes or resource materials during the testing process.
2. Students must finish each exam section within a timed, 2 hour, testing period.
3. Students cannot use the second or third testing sessions to go back and write additional test answers for the previous exam sections.
4. Students will work with their graduate committee to determine whether exam answers will be hand written or produced electronically on a secured computer.

D. Test Submission and Scoring

1. The testing center or test proctor will submit the exam answers to the graduate committee chair and confirm that the testing protocols were honored.
2. The graduate committee chair will distribute all of the candidate's exam answers to the graduate committee two weeks prior to the student's oral defense
3. The graduate committee will assess the exam answers prior to the student's oral defense appointment.

3. Defense Appointment

A. At the scheduled graduate defense appointment, committee members will facilitate a review of the exam questions and answers for 30 to 60 minutes.

B. During the oral defense appointment, students can clarify exam answers and/or provide additional information from her/his program of study.

- C. **Committee Vote**
Following the exam question/answer discussion session, the committee will ask the graduate student to leave the room. While the graduate student is out of the room, the committee will decide whether or not they believe the graduate student has met the degree expectations. Those students which have not met the degree expectations, will receive a yes vote. Those students which have a deficiency, will receive a no vote or a conditional vote. Students receiving a conditional cote will be given directions and a time frame for improving their application for the graduate degree.
- D. The test documents become the property of the FCS Department.