

SAN JOSE STATE UNIVERSITY – DEPARTMENT OF SOCIOLOGY

**POLICY & PROCEDURES
GRADUATE COMPREHENSIVE EXAMS**

KEEP THIS PAGE!

Deadline to apply for Fall 2009 Comprehensive Exam(s): MONDAY, NOVEMBER 2, 2009.

Exam	Date	Room
Theory Exam	Saturday, November 21, 2009 from 9:00 AM - 12:00 PM	TBA
Methods Exam	Saturday, November 21, 2009 from 1:00 PM - 4:00 PM	TBA
Area Exams (Plan B Students)	Saturday, December 5, 2009 from 9:00 AM – 12:00 PM and 1:00 PM - 4:00 PM (If taking 2 exams)	TBA

Complete and submit exam registration form to the Sociology Department Office, DMH 241

Study questions will be ready approx. 13 business days before each exam date.
If you plan to take 4 comprehensive exams this semester, please contact Dr. Rudy.

The following procedures for administering the Sociology Graduate Comprehensive Examinations became effective Fall 1996, (revised January 1998, June 2007, and August 2008.)

1. All graduate students must take 2 - 4 comprehensive examinations. You have two opportunities to pass an exam. If you do not pass a comprehensive exam in two tries, you will be administratively dismissed from the Sociology M.A. Program. Plan A (Thesis) and Plan C (Project) students will take the theory and research methods exams. Plan B students will take theory and research methods examinations first, plus two additional exams, which consist of two graduate courses taken in the Sociology department at San Jose State University taught by two different instructors. [Criminology concentration students following Plan B may choose two graduate-level criminology-related classes (e.g., advanced corrections and advanced criminology) taught by two different instructors.]
Comprehensive exams are only to be taken by students in CLASSIFIED status. Theory and Methods comp exams must be passed before taking area comprehensive exams and before enrolling in Soci 298 or Soci 299.
2. Instructors of graduate seminars will provide a set of comprehensive examinations to the graduate advisor who will keep a test bank for each graduate course.
3. Comprehensive examinations will be prepared and administered on a regular schedule, on Saturdays, during the Fall and Spring semesters. Exams will be closed-book, closed-notebook, and on-site. There is a limit of two exams per test date. Each exam on-site will be 3-hours maximum. Approximately 13 DAYS before the test day, students will receive a study sheet for the close-book, closed-notebook, on-site exams.
Exam results will be reported as: "PASS", or "FAIL/NOT PASSED". Students who fail any single exam twice will be disqualified from the M.A. program.
4. Reminder note: All students must complete Sociology 201A (Sociological Theory I) and 200A (Research Methods I) with grades of B or above BEFORE taking Sociology 200B (Research Methods II) and 201B (Sociological Theory II).

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COMPREHENSIVE EXAMINATION REGISTRATION

Exams are to be taken by classified students, preferably no earlier than third semester in the Program. Exams will be typed on university computer in one of the Social Sciences computer labs in DMH.

STUDENTS NEEDING ACCOMMODATION, PLEASE NOTIFY THE DRC AND THE SOCIOLOGY DEPARTMENT OFFICE AT LEAST TWO WEEKS BEFORE THE TEST DATE.

FILL THE APPLICATION BELOW AND SUBMIT THIS PAGE TO THE SOCIOLOGY DEPARTMENT OFFICE, DMH 241
BY Monday, November 2, 2009

Name:		Date:	
SJSU ID/SSN		Email:	
Phone (Home):		Phone (Cell)	
Address			
City:		State/Zip	
Entered Program:	Fall	Spring	Planned Grad Date
Classified Status?		Plan Type (A, B, or C)	

I PLAN TO TAKE THE FOLLOWING EXAMS DURING FALL 2009

(Note: Only two on-site exams may be scheduled on the same date, each exam period is 3 hours maximum)

<input type="checkbox"/> THEORY EXAM	Saturday, November 21, 2009 from 9:00 – 12:00 PM
<input type="checkbox"/> METHODS EXAM	Saturday, November 21, 2009 from 1:00 – 4:00 PM

SUBJECT AREA EXAMS: (FOR PLAN B STUDENTS ONLY)

Saturday, December 5, 2009 from 9:00-12PM (& 1:00-4:00PM, if taking 2 exams)

	Course # & Title	Instructor's Name
SUBJECT ONE:		
SUBJECT TWO:		

	Graduate Advisor Signature	Date
ACKNOWLEDGEMENT /APPROVAL of exam dates and subjects:		
COMMENTS:		