

Plan B1: Comprehensive Exam

The following exam policies apply to all students admitted prior to Fall 2012 who have elected for their culminating experience “Plan B1: Comprehensive Exams.” Beginning Fall 2013 *all* students are welcome to take our new comprehensive exam as their culminating experience.

Exam requirements:

- 1) To begin the exam process, complete an exam proposal (available on the “forms” page of our department website) in consultation with your advisor and committee members. Make sure that you understand the scope of the question you will receive and are aware of any readings you may be required to reference. Submit your approved proposal to the Graduate Committee by one of the deadlines listed on the department website. Once approved by the Graduate Committee you can begin scheduling your exam dates in consultation with your advisor.
- 2) Schedule your exam dates. You will need to block out three 48-hour periods – one for each area of the exam. Those three dates must fall within a two-week time frame. Determine the time you will begin each question and send these dates and times to your advisor for approval. Also indicate the order in which you would like the questions. When finalized, your exam schedule should look like so:

Saturday, November 18, 9:00 am to Monday, November 20 at 9:00 am – Theory question

Friday, November 23, 8:00 am to Sunday, November 25 at 8:00 am – Area of Specialization

Thursday, November 28 at 5:00 pm to Saturday, November 30 at 5:00 pm – Method question
- 3) Take your exams. Your answers should be a minimum of 10 pages and should not exceed 12 pages (not including footnotes or your works cited page). Format your references in accordance with the style preferred by your advisor.
- 4) Once you have completed your exams, work with your advisor to schedule a date for your defense. You should allow at least a week between completion of your exams and your defense date so that your committee has time to read and review your answers. Your defense should take place no more than three weeks after you have completed your exams. Work with your advisor to prepare for your defense. During the defense, committee members are welcome to ask questions about any of the three exam areas.

Additional policies

If you need exam adaptations or accommodations because of a disability, please notify your advisor or the Graduate Program Coordinator. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

Should you fail one or more sections of the exam, you will be asked to re-write those sections and/or complete additional coursework. A student may also be asked to complete a second defense. The specific requirements must be unanimously approved by the student's exam committee and communicated in writing. Students who fail one or more sections of the exam *a second time* do not complete the M.A. program.

If for whatever reason a student is unable to constitute a committee, the Graduate Committee will serve as that student's exam committee. The Graduate Committee can only serve as an *exam* committee. It cannot oversee a project or thesis.