

Lamar University, College of Graduate Studies
COMPREHENSIVE WRITTEN AND/OR ORAL EXAMINATION

This form is used for reporting the results of comprehensive written and/or oral examinations. Candidates for graduate degrees who do not write theses must pass a comprehensive final examination which may be oral, written, or a combination of both. These students must pass an oral examination associated with the thesis. A student registers for the comprehensive examination by applying for graduation at the office of the College of Graduate Studies. Applications must be filed **before** the following dates:

- For December graduation.....First Monday in October
- For May graduation.....First Monday in March
- For August graduation.....First Monday of Summer Session I

Name of Candidate _____ Date _____
 Address _____
 LU I.D. _____ Major _____
 Department/P.O. Box _____

RECOMMENDATION of COMMITTEE:

- 1. Approves Written Exam _____ Approves Oral Exam _____
- 2. Disapproves Written Exam _____ Disapproves Oral Exam _____
- 3. Conditions _____ (Specify Conditions): _____

COMMITTEE MEMBERS:

- 1. _____, Committee Chair
- 2. _____, Committee Member
- 3. _____, Committee Member
- 4. _____, Committee Member

SIGNATURES:

- 1. _____, Committee Chair
- 2. _____, Committee Member
- 3. _____, Committee Member
- 4. _____, Committee Member
- 5. _____, Department Chair
- 6. _____, College Dean

COMMENTS by GRADUATE DEAN:

FINAL ACTION: _____

Graduate Dean's Signature: _____

Committee Chair submits original to the Graduate Studies Office. The Graduate Office will return a copy of this form to the Department. See other side of this form for Graduate Council Policy.

Graduate Council Policy for Comprehensive Written Examination

The examining committee is composed of all members of the student's graduate committee, all of whom should submit questions. The Graduate Dean or his/her designee is also considered to be part of the examining committee. The length of the examination should be established by departmental or program guidelines. For example, the department could establish that, for a three member committee, the chairperson will submit questions for a four hour exam and the other two members will each submit questions for two hour exams. Questions should be confined to the subject matter of the student's graduate program. Each examining professor should evaluate the responses to his/her questions for both literacy and content.

The committee may decide to pass, fail, or place conditions on the student. Conditions may include retaking part of the exam, taking one or more additional courses and then retaking all or part of the exam, or other actions considered reasonable by the committee and the Graduate Dean. Failure to pass a comprehensive examination in three attempts will result in a student being permanently suspended from the degree program in question. Students suspended under this provision may be admitted to another degree program if they meet the admission standards and are accepted by the new program. A department may prescribe additional academic requirements associated with the comprehensive written examination with the approval of the Dean of the College of Graduate Studies.

Graduate Council Policy for Comprehensive Oral Examination

For students who have written a thesis, the oral examination is given in conjunction with the thesis and is often referred to as the "thesis defense." For non-thesis students, departmental policy may require either a written comprehensive exam, an oral comprehensive exam, or both.

The examining committee is composed of all members of the student's graduate committee, all of whom may ask questions. The Graduate Dean or his/her designee may also attend and participate. The length of the examination should be established by departmental or program guidelines, but two hours is the minimum. For thesis students, questions are usually confined to the thesis and background subject matter. Departmental guidelines may permit an open, or public, forum for the oral examination.

The committee may decide to pass, fail, or place conditions on the student. For thesis students, conditions may include rewriting all or part of the thesis, gathering additional data, performing additional or different statistical treatments, etc. Conditions for non-thesis students may include retaking part of the exam, taking one or more additional courses and then retaking all or part of the exam, or other actions considered reasonable by the committee and the Graduate Dean. Failure to pass a comprehensive examination in three attempts will result in a student being permanently suspended from the degree program in question. Students suspended under this provision may be admitted to another degree program if they meet the admission standards and are accepted by the new program. A department may prescribe additional academic requirements with the approval of the Dean of the College of Graduate Studies.