

FACULTY SENATE ISSUE FORM	
Date Submitted: 12/2/2022	
Title of Issue (a short descriptive title by which the issue may be referenced)	
Master's Examination	
Description of Issue:	
The Graduate Administrators' Council (GAC) recommended changes to the Master's Examination section of the Graduate Catalog to clarify how to form exam committees and how to address exam retakes and clarify what happens if the exam is failed twice.	
Rational for Submission:	
The suggested policy edits address issues raised by faculty and student confusion over how to form examination committees, how long can be taken between time one and time two administrations if the first attempt is failed, and to note that a second failure shall lead to dismissal from the program (to be consistent with the doctoral candidacy policy).	
Name: Robert Wojtowicz	
Department: Academic Affairs	Graduate School
Date: 12/02/2022	
Signature:	
<i>Robert Wojtowicz</i>	
For Faculty Senate Use Only	
Assigned to Committee:	
Date Assigned:	

Master's Examination

A comprehensive written examination and/or oral examination, or its equivalent, is required under the non-thesis option and, depending on the program, may be required under the thesis option. The examination tests the candidate's competence in the fields covered by the program of study. The nature of the master's examination will depend on the degree sought and the requirements of the major department and examining committee. A program may propose, through the appropriate college graduate committee and academic dean, replacing the master's examination with an equivalent requirement. Such equivalent requirements shall be approved by the dean of The Graduate School. For further information, the student should consult the section on requirements under each degree program.

The examining committee is appointed by the graduate program director with appropriate notification to the student. The examining committee is composed of a minimum of three members who may or may not be those who serve as advisors or members of the thesis committee. Members are expected to be certified for graduate instruction in the major department/school and college. The student should secure the signatures of the committee members and submit the proper form to create the master's comprehensive examination committee to the graduate program director, who will verify that the student meets the prerequisites for the examination. This examination may not be scheduled until all major requirements have been satisfied.

The results of the examination must be received in the Office of the University Registrar at least two weeks prior to the end of the semester. In order to pass the final examination or approved equivalent, a master's degree candidate must have a favorable vote from a majority of the examining committee. A student who has failed the examination may repeat it once within twelve months. Students who fail the comprehensive examination twice cannot subsequently elect a thesis option. Students who fail twice shall be dismissed from the program. At the discretion of the graduate program director, a student who passes the examination but does not graduate within twelve months may be required to repeat the examination.

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