

University Policy Regarding Comprehensive Examinations

(Amended to reflect STRS organizational structure)

After fulfilling the language and course requirements in the major subject, a student must pass a written comprehensive examination in the major subject before applying for admission to candidacy for a doctoral degree.

Students must register for comprehensive examinations and have their credentials reviewed by the Academic Area Director and in the office of the dean of the school at the beginning of the semester. Dates of these examinations are listed in the academic calendar. [NOTE: STRS approved dates does not necessarily follow the Academic Calendar – see the approved exam dates for the Academic Year on the STRS website.]

Directions for preparing for the comprehensive examination may be obtained from the Adviser and Academic Area Director. A comprehensive examination will not be administered unless the form has been signed by all of the appropriate individuals. If the ordinary dates for comprehensive examinations are respected, the petition for the comprehensive examination is approved by the dean.

The comprehensive examination is marked Pass or Fail. A student may retake the entire examination or the failed portion once, according to school policy. A student who incurs two failures in the comprehensive examination in the major subject may not be considered for admission to candidacy for the doctoral degree. A second failure is noted on the student's permanent record.

If more than five years elapse between the satisfactory completion of the written comprehensive examination in the major field and the final oral examination, a doctoral candidate may be required to take another written comprehensive examination. Additional examination requirements or a shorter time limit may be specified by individual departments or schools.

School of Theology and Religious Studies Policy Regarding Comprehensive Examinations

Approved Requests for Comprehensive Exams must be on file with the Exam Coordinator at least one month prior to the requested test date window.

Confirmation of the approved test dates will be communicated to students at the end of each month via email.

Students who have not registered for comprehensive exams (through Cardinal Station) in the semester in which they intend to take the exam will not be permitted to sit for the exam as requested.

Date _____

Comprehensive Examination: Request for Approval

Form Instructions: Complete the top portion in bold, sign it and obtain your academic advisor's signature. The Advisor will secure remaining signatures. Once the Dean has given his approval, the form is forwarded to the STRS examination coordinator, Assist. Dean Korol. At the end of each month confirmation of the approved test date(s) and time will be communicated via email to students with approved requests as well as Academic Area Directors and faculty identified as responsible for preparing and/or coordinating the grading of the exam.

Student's Name _____ **Student ID #** _____

Daytime Telephone _____ **Email** _____

Academic Area	Advisor

The above student is requesting permission to schedule the following comprehensive exam:

M.A. **Ph.D.** **STL** **STB**

If approved, this examination will take place on the following date(s):

Day 1: _____ (Exam Area) _____ (Specify Date)

Day 2: _____
(Exam Area) (Specify Date)

Day 3: _____
 (Exam Area) (Specify Date)

All exams will begin at either 9:30am or 10:00am unless special arrangements have been made with the exam coordinator.

(Most exams have set times. All have set durations. Please check with your Advisor or Academic Area Director to determine the time and duration of the Exam.)

Is this date outside the scheduled dates for exam listed in the academic calendar? ☐ Yes ☐ No

Examination will be taken by (check one): ☐ **Computer (Microsoft Word)** ☐ **Paper (blue book)**

Faculty member responsible for creating the exam questions:

Faculty member responsible for coordinating exam grading: _____

FORMS WILL NOT BE ACCEPTED UNLESS THE FACULTY RESPONSIBLE FOR CREATING AND COORDINATING EXAMS IS FILLED IN.

Requested by:

Student's Signature

Date _____

Approved by:

Student Academic Advisor Signature

Date _____

Approved by:

Academic Area Director Signature

Date _____

Approved by:

Dean, STRS

Date _____

Approved by (if the date falls outside of the academic calendar):

Vice Provost and Dean of Graduate Studies

Date _____