

Students will be deemed eligible to take comprehensive examinations during their final semester of study and are required to complete the exams within one year (12 months) of establishing eligibility. Students should complete and submit the first Friday of the Summer session for August graduation. Students not meeting this deadline may have their graduation delayed by one semester.

#### Thesis Option Only: Oral Comprehensive Examination Format

After the thesis has been read and approved, the candidate will meet with their thesis committee for an oral examination, which will consist of a defense of the thesis. Upon successful defense of the thesis, the candidate will be recommended to the Dean of the Graduate School for graduation. A majority (2/3) of the student's committee must approve the thesis and its defense. If approval is denied, the candidate will not be recommended for graduation and will revise thesis according to committee instruction.

#### Non-Thesis Option Only: Written Comprehensive Examination Format

The comprehensive examination is to be completed during a seven-hour period, beginning at 8:30 a.m. and ending at 3:30 p.m. When students complete the Comprehensive Examination Request Form(s)-1v635 0 Td [(, (s)-1v635 (r)-2)]TJ /TT0 t-hour time frame. Students

provide a contact phone number to the comprehensive Examination Request Form if a student does not

have access to a personal computer or computer that can be used the duration of the exam, the student will be required to complete the written comprehensive examination in the UCA Testing Center. The exam is closed book and is administered under the provisions of Academic Integrity (<http://uca.edu/gbulletin/generalrequirements-for-graduatestudy>). The exam must be typed.

Academic integrity is strictly enforced, including any academic dishonesty, plagiarism (including reference citations) and sharing or taking others' works. Any suspicion of or noted violation of academic integrity will result in immediate dismissal from the program.

### Examination Content

Comprehensive exam questions for the M.S. required core courses will be selected from a pool of questions that has been developed for each class.

- x Advanced Knowledge in Family and Consumer Sciences/Nutrition and Foods  
Students taking classes as a dietetic intern will receive a question about a specific rotation area. Students taking classes outside the context of the Dietetic Internship will receive a question based on advanced concepts covered in the topical area; for example, the history and profession of FACS.
- x Research Area/Evidence Based Practice  
Students will respond to research questions based on FACS 6335, Evidenced Based Research, or their experience with individual or thesis research.
- x Statistics -This question will emphasize application of content covered in the FACS 6350, Statistics in FACS, or equivalent substitution.
- x Elective – Each student will select one particular graduate course upon which she/he will be tested. The course instructor (or a designated faculty substitute) will prepare a question related to the selected course. Selection of a course outside of FACS/NUTR for the comprehensive exam elective is subject to approval by the FACS Graduate Coordinator and agreement by the course instructor to write and grade a question.

### Comprehensive Examination Coordinator

The Chair of the Department or other appointed faculty member will serve as the comprehensive examination coordinator. The coordinator will publicize the exam, assemble the examination questions, and administer the exam.

### Grading of Examinations

The questions from the core classes will be graded by the faculty members who taught the classes. Following completion of the written exams, graders have three days to review and grade. All completed questions are graded using the following format: "Pass with Distinction," "Pass," "Low Pass"/oral examination indicated, and "Fail."

### Oral Examination

In situations where the quality of answers is marginal, graders may assign a grade of "Low Pass"/oral examination indicated. Affected students will be notified via email which specific responses were Low Pass when they receive their comprehensive examination results. They will also be notified of their assigned appointment time for the oral examination. The oral examination will be given virtually with the use of a web camera to capture the conversation.



exhausted:

1. The student will be notified in writing that they are being dismissed at the end of the current semester due to failure to pass the comprehensive examination. Notification of dismissal should occur as soon as possible.
2. The student may appeal the dismissal to the Department Chair within 10 business days of receiving the notification.
3. As noted in the UCA Student Handbook, "At each stage of the appeal, the student must provide a written justification for the appeal and an explanation of the desired resolution; reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal."
4. The Line of Authority for these appeals is as follows:
  - a. Department Chair
  - b. Dean of the college
  - c. Provost

**Calendar of Events (all dates subject to change)**

Conducting the comprehensive examination follows a process that allows the Department Chair or designated faculty member and students enough time to prepare using the set exam dates. These dates differ from one semester to another as presented in the example below. These dates are for the weeks in the semester the student will graduate.

Timeframe	
Second Monday of the semester	Deadline for students to submit Comprehensive Exam Request Form
By midterm of the semester	Students contacting instructors for guidance must do so prior to midterm of the semester in which they are writing comps.
Approximately 4 weeks prior to the end of the semester or equivalent if summer term	Examination given
3 days later	Grader results due to Graduate Coordinator by 5:00pm
4 days later	Comprehensive exam grade report disseminated to each student
Same week as dissemination of comprehensive exam grade report	Students earning low pass or fail contact Graduate Coordinator and Graduate Faculty writing questions for guidance regarding preparing for oral exam

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**APPENDIX A:**

## Checklist and Timeline

Identify semester of graduation

Apply for comprehensive examinations by the SECOND MONDAY of the semester in which you graduate

Apply for graduation

Receive response from Department Chair about date for comprehensive examination

By midterm, request information from faculty, if needed

Submit Graduate Portfolio for review to Department Chair at a minimum 3 weeks prior to graduation

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