

Failure of Master's Comprehensive Examination

Policies

Within 72 hours after the examination is complete, the authority form must be returned to the Graduate College with the results and signatures of all committee members. Students are allowed two attempts to be successful on the Master's comprehensive examination. After failure of the first attempt, a report must be submitted to the Graduate College indicating whether the student may repeat the examination. This report must also outline the student's deficiencies. A student who fails a second time will no longer be eligible for a master's degree in the academic program in which the examination was failed.

Procedure

Departmental Responsibility

1. Reexamination typically takes place during the following semester with graduation at the end of that semester. A report must be submitted to the Graduate College that outlines student deficiencies and provides a time frame for when the second examination will be administered.
2. The chairperson of the committee must send a memorandum requesting authority to re-administer the Comprehensive Examination at least 10 working days prior to the scheduled examination. The memorandum form is found online at <http://w3.ouhsc.edu/graduate/Forms/ReqMastersCompExam.pdf>
3. The student must enroll in two graduate hours (usually a directed reading or special studies course) during the semester the re-examination will occur unless the committee agrees to re-administer the examination and provide the Graduate College results of the examination by the last day prior to the beginning of the following semester.
 - a. If the committee deems it is warranted, it is possible to retest prior to the upcoming semester if the student agrees and signs a memo saying they understand that this is the final time to take the exam and they will not be allowed to retest.

The final date for this is the last day to enroll for the semester if desired to be a graduate of the upcoming semester (No tuition needs to be paid). Last date to enroll is found on the Admissions and Records website under Students ~ Academic Calendar

Student Responsibility

Student does not need to resubmit the Admission to Candidacy form.