Office of International Programs
Master’s (MA) Degree Comprehensive Examination
Policies and Procedures

Note: Students must be enrolled in at least 1 course during the semester that Comprehensive Exam(s) are taken.

Receiving and Submitting the Master’s Degree Comprehensive Examination

1. The Office of International Programs (OIP) will e-mail the examination packet either by or before 10:00am on the designated start date for the exam.

   **Comprehensive Exam(s) Start Date: 1st Monday in October, March, & June**

2. Immediately after receiving the exam, the MA candidate will send a reply e-mail to OIP at oip@ua.edu (before 1:00pm) indicating that the exam has been received.

3. The completed exam and a scanned copy of the signed honor code must be e-mailed back to OIP at oip@ua.edu on or before the designated due date and time. This must be **no later than 4:00pm, 10 days from receiving the exam packet.**

   **Comprehensive Exam(s) Completed and Returned on the Friday, 10 days after exam received**

4. Our office will send an email back to the graduate candidate confirming that the completed exam response(s) were received. Per the Graduate School Handbook; failure to return the completed exam by the above deadline will result in a failing grade on the exam. This will count as the first attempt. As per Graduate School Handbook, there are two attempts allowed.

Examination Guidelines

1. A random identification number will be assigned to each candidate taking the exam. You will receive this identification number when you receive your exam packet via email. **Place this number on the top of each page.** Again, do not write your name on the pages of the exam. Your identification number must be the only identification on the completed examination.

2. The exam itself is limited to 10 pages (not including the references). Responses must be double spaced in MS-Word format using Arial 12 font size. The candidate must use the most current APA 6th edition writing style for the examination and reference page. The candidate is required to give numerous and appropriate citations throughout the exam (including authors and dates).
3. Plagiarism on the exam will be considered academic misconduct, resulting in automatic failure and possible termination from the program. Assistance from another individual constitutes academic misconduct. Do not communicate with anyone else about the exam. You may talk, for clarification purposes only, with the OIP director if necessary.

4. Elementary and Secondary Education Faculty members will read and grade the exam. The exam must be passed by at least 2 out of 3 readers. Students are scored with a program rubric (See Master’s Comprehensive Examination and Dispositions Rubric) which will be provided with the exam. A letter will be sent to the MA candidate on outcome of scoring.

Policy and procedures for failure to pass MA Comprehensive exams

1. MA candidates (students) are allowed 2 attempts to pass the comprehensive exams, as stated in the University of Alabama Graduate Catalog.

   a. If a student fails the first attempt at the comprehensive exams, the MA candidate must wait until the following semester and be registered for at least 1 credit hour of graduate course study in order to be eligible for the second attempt.

   b. Students are not allowed to attempt the comprehensive exams twice within the same semester.

   c. Upon successful completion of remediation, as determined by the OIP director, the student will be allowed a second attempt to pass the comprehensive exam.

2. A student who fails the second attempt on the comprehensive exam will be dismissed from the degree program and from the Graduate School (See The University of Alabama Graduate Catalog).