DEPARTMENT OF CURRICULUM AND INSTRUCTION
DOCTORAL COMPREHENSIVE EXAMINATION GUIDELINES

Grading
The Secondary faculty who are members of the student’s doctoral planning committee will read and grade the exam.

Results
When all questions receive a grade of “pass,” the comprehensive exam is considered to be passed. Students may retake the exam if all questions are not passed. Any student failing one or more questions will be required to retake only the part of the exam that was not passed.

Students may not retake any portion of the exam until the next regularly scheduled exam (which would be the next academic semester). Students have only one chance to retake any part of the exam. Students will receive a letter approximately four (4) weeks after completion (excluding summer exams and/or holiday periods), indicating the results of the exam.

INSTRUCTIONS

1. Make a cover sheet for your response to each question.

2. Responses must be typed or word-processed, using APA publication style, 6th edition. Good quality printers must be used. Responses to each part of a question are recommended to not exceed ten (10) pages, and four (4) copies of each response must be submitted.

3. References must be clearly cited and included in a reference list with one list per response. Your responses should include references, so cite your references carefully and thoroughly.

4. Number your pages in each response.

5. Do not lift material directly from texts, articles, or other material. The purpose of the exam is to measure your understanding of the concepts. Lifting material from other sources constitutes academic misconduct.

6. Assistance from another individual also constitutes academic misconduct. Do not communicate with anyone else about the exam; talk, for clarification purposes only, with the faculty member who wrote the question.

7. The University of Alabama Academic Misconduct Policy will be followed by Curriculum and Instruction in the event of suspected academic misconduct.
GOALS
The goals of the comprehensive examinations are to (a) give students an opportunity to reflect on and integrate the knowledge and skills they have acquired from the program in the context of a useful educational activity, and (b) give the faculty the opportunity to evaluate students’ ability to show sufficient breadth and depth of knowledge and skills in their fields.

ELIGIBILITY
Students are eligible to take the examination when (a) all coursework in the major has been completed; and (b) at least 80% of total coursework has been completed. Students must make application indicating their desire to take the examination within the first 4 weeks of the semester; first week in the summer term. Applications are available in the Program Office located in 201 Graves Hall. (Note: Applications can be transmitted electronically via email when students provide an account address.)

GUIDELINES
Students will be provided with questions that are to be completed independently. The questions and responses must be returned within ten (10) days. Each question will include appropriate subsections to ensure that all areas of study are assessed. It is anticipated that responses will be of better quality and more comprehensive given the time allotted. Faculty members from Secondary Education will write the questions and can assist students by clarifying any details about the questions. NO ADDITIONAL ASSISTANCE CAN BE OBTAINED FROM FACULTY MEMBERS OR ANY OTHER INDIVIDUALS.

Students are required to give numerous and appropriate references to the sources they use and to include a reference section in their papers. Plagiarism on the exam will be considered academic misconduct, resulting in automatic failure and possible termination from the program. Students who are unclear about what constitutes plagiarism or the improper or the improper paraphrasing of others’ work are advised to ask for guidelines from program faculty. Students wishing additional clarification on a question can approach the faculty member who wrote the question. An optional oral exam may be required at the discretion of the student’s exam committee.

The written responses for each question should be comprehensive. Response to each part of a question is not to exceed ten (10) typed, double spaced pages with one-inch margins.

FAILURE TO TURN IN RESPONSES TO ANY QUESTION BY 4:00 PM ON THE DUE DATE WILL RESULT IN AUTOMATIC FAILURE ON THE COMPREHENSIVE EXAMINATION.