



COLLEGE OF EDUCATION

**Doctoral Advisory
Committee**

Graduate Education Office
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Final Qualifying Examination: Traditional Option

1. What are the goals of the Qualifying Examination?
 - a. Demonstrate comprehensive understanding of the theory and research of the major field; areas of specialization within the major field, if any; and the practical applications of the theory and research base of the major field.
 - b. The Qualifying Examinations will clearly distinguish between competent and less competent students.
 - c. The expectation is that the examinations will allow expertise to be demonstrated both orally and in writing.
 - d. Testing in the cognate area is optional.

2. Who will administer the examination?
 - a. Administrative responsibility for the traditional (proctored) written examination resides with the Division of Academic Services. A Graduate Testing Coordinator from Academic Services shall be assigned for the coordination and administration of the examination.
 - b. Each Assistant Dean of the academic divisions will designate at least one person to assist with proctoring the written examination and serving as the Divisional Testing Coordinator.
 - c. The student, in consultation with the major advisor, will complete the registration form and submit it to Academic Services by the deadline date.
 - d. Prior to submission of the registration form, the student, in consultation with the major advisor and committee, shall schedule a date and time for the oral examination to be administered. The signatures of the faculty members serving on the Qualifying Examination Committee indicate their agreement to serve on the committee and to the date and time of the oral

examination.

- e. The student must secure signatures of the advisor and all committee members.

- f. The location (room) of the oral examination is assigned by the Divisional Testing Coordinator.
3. What will the traditional (proctored) examination look like?
 - a. The written examination for all students is a 12 hour exam and will be administered in four (4) testing sessions of three (3) hours each. Questions should be written to accommodate the testing sessions and the testing time allotted to each session.
 - b. Attendance is mandatory for each testing session. There are no excused absences. Students not present for a testing session, will receive a failing grade for that session. Additional time is not provided for arriving late.
 - c. The written examination is offered during the sixth, seventh or eighth week of the fall or winter term. Actual testing dates are determined by Academic Services.
 - d. Students will be provided the option of completing the written examination on a computer or by hand written response if agreeable to the major advisor and the committee.
 - e. Paper, pencils, pens, dictionaries and thesauruses will be provided.
 - f. Technology restrictions: Cellular phones may not be used in the testing room. All cellular phones must be turned off and stored away from the student's immediate testing area. The Internet, e-mail, chat and other electronic communication mediums may not be accessed in the testing room.
 - g. A single data storage device will be provided to each student testing on a computer. No other data storage devices are permitted in the testing room.
 - h. Students are not provided a copy of their examination responses unless approved in advance by the program area.
4. The Written Examination
 - a. The Qualifying Examination Committee is provided a two-week grading period beginning on the Monday following the exams.
 - b. The Divisional Testing Coordinator is responsible for duplicating and distributing copies of the examination questions and the corresponding responses to each member of the committee.

- c. Documentation of a student's performance is recorded on an individualized grading sheet prepared by the Divisional Testing Coordinator and submitted to the major advisor. The major advisor serves as the chair and graduate examiner of the Qualifying Examination Committee.

- d. The major advisor records the final vote of the student's performance (passed or failed) on the Written Examination Report prepared by Academic Services.
- e. A written examination is failed when more than one committee member indicates a grade of "failed."
- f. If the written examination is failed, the oral examination may not proceed.
- g. If a student fails the written examination, it is the responsibility of the Major Advisor to notify the student, the Divisional Testing Coordinator and the Graduate Testing Coordinator in Academic Services. The Major Advisor shall convey to the student the committee's specific recommendations concerning a second examination and any additional work to be completed prior to a second examination. A second examination may not be held until at least one term has elapsed, but must be held within one calendar year following the first examination. The second examination shall be considered final.
- h. The oral exam must occur no sooner than 15 days after the completion of the written exam and no later than 30 days after the completion of the written exam.

5. The Oral Examination

- a. The content of the oral examination can be similar to or different from the written examination. If a student's response to a section of the written examination is weak, the oral offers a further opportunity to allow the student to demonstrate his or her knowledge. If there are no weak areas, the committee can use the oral examination as an opportunity to delve further into the student's understanding of the field.
- b. It is not appropriate to use this meeting for discussion of the student's dissertation proposal.
- c. An oral examination shall be a minimum of one hour.
- d. The major advisor records the final vote of the student's performance (passed or failed) on the Oral Examination Report prepared by Academic Services.
- e. A written examination is failed when more than one committee member indicates a grade of "failed."
- f. Each committee member and the student must sign and date the Oral

Examination Report form.

- g. If a student fails the oral examination, it is the responsibility of the Major Advisor to notify the student, the Divisional Testing Coordinator and the Graduate Testing Coordinator in Academic Services. The Major Advisor shall convey to the student the committee's specific recommendations

concerning a second examination and any additional work to be completed prior to a second examination. A second examination may not be held until at least one term has elapsed, but must be held within one calendar year following the first examination. The second examination shall be considered final.

6. What is the role of the advisor and examination committee?
 - a. All committee members must be offered the opportunity to submit questions for the written examination.
 - b. The major advisor specifies the order in which the written examination questions are administered to the student. The Divisional Testing Coordinator shall assemble the questions in the order prescribed.
 - c. Each question shall be marked with the student's name, name of the faculty member providing the question(s) and the time the question is to be administered [e.g., Thursday morning].
 - d. All committee members must be present for the oral examination. If a physical presence is not possible, committee members may participate via two-way communication. At a minimum, the advisor and the student must be physically present.
 - e. It is the major advisor's responsibility to submit the results of the examination to Academic Services by 10 days following the oral examination.