

Guide to Taking Sociology Comprehensive Exam

Beginning in fall 2020, all student accepted into the Sociology MA program but not in the Dual MPA/MA Sociology program and who choose not to complete a thesis will take the comprehensive examination to complete the program. Students taking the comprehensive examination will follow these six steps:

Step 1. On or before the **first day of classes** of the semester that a student plans to complete the degree, they must submit their intent to graduate along with their transcripts.

Step 2. At the **first Department meeting** of the semester, the department will select a committee of three graduate faculty members, to be kept anonymous from the student, to create the questions and review their answers.

A. Each committee member will create 3 questions.

B. The committee will then select 6 questions to be given to the student.

Step 3. On **Monday of week 9** of the semester, questions will be dispersed to the students. They must select 4 of 6 questions and write a 4 - 5 page response to each question.

Step 4. They will have two weeks to complete the essays (due **Monday of Week 11**). Essays must be submitted through Canvas and run through "Turn it in".

Step 5. The Committee will have 1 week (**Monday of week 12**) to approve or decline the work. If the work is approved, then the student will "advance to the oral examination". If the committee declines to pass the work, the student will have the opportunity to retake the exam in the following fall or spring semester where they begin again at Step 1.

A. If the student does not pass on the second attempt, the faculty have grounds to expel the student from the program.

B. The committee members will remain anonymous until the student passes the examination.

Step 6. An oral examination of their essays will occur in **week 14**. The student will schedule the oral defense and work with the department administrator to reserve a room. If the student fails the oral exam, the student will have the opportunity to retake the exam in the following fall or spring semester, and they will begin at Step 1. If the student does not pass on the second attempt, the faculty have grounds to expel the student from the program.