UNO – Computer Science Department

Non-Thesis Comprehensive Examination Policy for Master's Program

Version 1.0 03-Nov-02

Each student who chooses the non-thesis option has to pass a comprehensive examination before a committee of three faculty members.

The rules for this examination are:

1) This examination consists of **two written** exams and **one oral** exam.

2) Each exam covers the subjects of a different course that counts towards the degree requirements. Exam subjects cannot be changed once selected.

3) **At least two** of these courses must be **6000**-level courses.

4) **Two courses** must be in the student's **area of specialization**.

5) **One course** must be in **another area**.

6) The first exam **cannot** be taken before the student has **successfully collected 24 hours** that count towards the degree.

7) The **oral exam** must be the **last** exam taken. It must be taken in the **semester** in which the student **graduates**.

8) **Unsuccessfully completed** exams must be repeated, but cannot be repeated more than once. Hence, a degree is not awarded to a student who fails the same exam twice.

9) **After failure** in either exam, the committee may impose additional course requirements to the failing student, including English developmental or writing courses, before the exam can be retaken.

Procedure:

1) Student selects the three courses to be covered by the examination.

2) Student contacts the faculty who were her/his instructors in these courses.

3) The contacted faculty form the examination committee for this student, provided the proposed combination of subjects is approved. Faculty determine which exams are written and which is oral, and determine the committee's chair (usually the faculty giving the oral exam). These decisions should respect the student's intentions as much as possible.

4) Student fills out the first part of the Comprehensive Examination form and collects the required signatures.

5) The student, under the supervision of the committee chair, contacts the committee members for the scheduling of exam dates.

6) The committee chair keeps track of the exam results (grading and reviews).

7) Written exams are graded by the corresponding instructor and reviewed by the two other members of the examination committee.

8) After the successful completion of the two written exams, the oral exam can be scheduled and publicly announced.

9) The oral exam takes place in presence of the complete examination committee. The committee reviews the results of the oral exam and makes its final decision on whether a Master's Degree is awarded to the student.

Non-thesis MS Comprehensive Examination Record

Candidate's/Student's Information

Last Name: _____ First Name: _____ Student ID: _____

Area of Specialization: _____

Committee/Course Selection and Examination Mode Approval

#	Course #	Course Title	Mode	Examiner (Mark Chair with *)	Signature	Date
1			written			
2			written			
3			oral			

Grad Coordinator: Name: _____ Signature: _____ Date: _____

Please record the results of the three exams as identified above. Submit the completed form to the grad coordinator.

==Results of the 1st Exam.==   Date of the **1st** Attempt: _____

Results of the 1st Exam.

#	Examiner's Name	Result (pass / fail)	Examiner's Signature	Date	Additional requirements
1					
2					
3					

Results of the 1st Exam.   Date of the **2nd** Attempt (if any):_____

#	Examiner's Name	Result (pass / fail)	Examiner's Signature	Date
1				
2				
3				

Results of the 2nd Exam.

Date of the **1st** Attempt: _____

#	Examiner's Name	Result (pass / fail)	Examiner's Signature	Date	Additional requirements
1					
2					
3					

Results of the 2nd Exam.

Date of the **2nd** Attempt (if any):_____

#	Examiner's Name	Result (pass / fail)	Examiner's Signature	Date
1				
2				
3				

Results of the 3rd Exam.

Date of the **1st** Attempt: _____

#	Examiner's Name	Result (pass / fail)	Examiner's Signature	Date	Additional requirements
1					
2					
3					

Results of the 3rd Exam.

Date of the **2nd** Attempt (if any):_____

#	Examiner's Name	Result (pass / fail)	Examiner's Signature	Date
1				
2				
3				