HIAD Program

Doctoral Comprehensive Exams Policy

EFFECTIVE: This policy is effective beginning Fall 2014 and will be in effect until further notice.

QUESTIONS: The HIAD doctoral comprehensive exams will consist of three questions:
1. Higher Education
2. Adult Education
3. Research

Students in the Higher Education concentration will take the Higher Education and Research comprehensive exams; students in the Adult Education concentration will take the Adult Education and Research comprehensive exams.

AVAILABILITY: All three Comprehensive Exam Questions will be posted to the HIAD website, along with this policy and the evaluation tool.

TIMING: 1. Comprehensive exams will be accepted only during Fall and Spring terms.
2. The student must notify his/her advisor of the term comprehensive exams will be submitted.
3. The advisor must submit a request for comprehensive exams to the office of graduate studies to seek approval for the student to take comprehensive exams.

SUBMISSION: 1. Students may submit their responses to the comprehensive exams ONLY after the office of Graduate Studies has cleared them for comprehensive exams.
2. Students submit their responses to their advisor as an attachment to an email.
3. Students must be enrolled during the term they are submitting the comprehensive exam for review.

REVIEW: 1. The advisor can submit the comprehensive exams responses to Turnitin.com.
2. The advisor is the primary reviewer of the comprehensive exams.
2. The advisor can, if desired, arrange for a second reviewer to review portions or the entirety of any student submission.
3. The reviewer(s) will complete the evaluation form which is based on the evaluation tool.

ORALS: 1. The advisor shares the student’s responses with his/her Program Advisory Committee.
2. The advisor schedules an oral comprehensive exam meeting.
3. At the end of the oral comprehensive exam meeting, the Program Advisory Committee decides if the student has passed or failed the comprehensive exam.
4. The advisor completes the appropriate form that captures this decision for the Graduate School.
5. The advisor communicates the decision to the student.
6. No comprehensive exam is considered complete until the oral exam has been completed.

FAILURE: If the student fails the comprehensive exam, he/she is allowed to retake the exam once. Further information can be found at: http://www.memphis.edu/gradcatalog/deg_req/doctoral.php

SUCCESS: If the student successfully passes the comprehensive exams, he/she can enroll in dissertation credit hours (LEAD 9000) beginning the following semester.

Adopted: [11/11/13]