NON-THESIS OPTION

I. SUBSTANTIAL PAPER (GRADUATE SCHOOL REQUIREMENT)

- Major Professor and student determine which paper will be submitted to fulfill this requirement. Criteria for the paper will be determined by MAC/PC.

- Title Sheet of paper needs to include graduate course # and letter, and full course title.

- Major Professor submits paper to dept Grad Program Assistant.

- Must be submitted in time for dept to include on official GS nomination papers (end of Sept for Dec grad, mid-Feb for May grad, beg June for Aug grad) in candidate’s graduation semester.

II. WRITTEN COMPREHENSIVE EXAM PROCESS

- The Written Comprehensive Examination and the Oral Defense of the Written Comprehensive are completed near end of program of studies course work.

- Major Professor (usually in concentration area) is selected by student usually after completing 9 -12 credits (Grad School requirement), or as soon as student is clear about their focus area, or at the very latest, after taking one course in each of the 4 focus areas-as long as taking those 4 focus area courses does not span across a significant amount of time, possibly impacting the timeliness of the rest of the non-thesis process.

- Committee members are selected from each additional module; interpersonal, organizational, media, and rhetoric and public discourse. Usually these are faculty with whom the student has studied.

- Major Professor suggests to and/or consults with student about committee member choices.

- At least 1 year prior to anticipated written comprehensive and oral defense examination semester, student should confer with each committee member about preparation and expectations for performance.

- Major Professor determines mutually acceptable date(s) with student and committee for written comprehensive examination and oral defense of the written comprehensive exam.

- Major Professor arranges location, proctoring, exam security, and provides computer or checks on computer availability and blank disks. Students may write by hand.

- Written comprehensive examination may be taken on one day, or may be split over two days. The examination will take a minimum of four hours and no more than eight hours.

- Major Professor solicits written comprehensive exam questions from each committee member 30 days prior to exam; gives copy to dept. Grad Program Assistant. Committee members’ names must be on their questions.

- More details and a summarization of the following items are in Section III, Examination Results.

- EACH committee member submits her/his module evaluation of the candidate’s written response(s) AND results of the module to the Major Professor within 7 working days.
EACH committee member, the candidate, and dept. Grad Program Asst. should be given a copy of candidate’s responses (and questions).

EACH committee member, the candidate, and the dept. Grad Program Assistant should be given a copy of the department evaluation and results form for each module for which s/he is responsible (e.g. public discourse area).

Major Professor completes a separate dept. evaluation form indicating overall final results for both the written comprehensive and the oral defense as soon as all individual evaluations are received by him/her (by day 7 following the written comprehensive, and immediately following the oral defense). EACH committee member signs both. Major Professor gives a copy to the candidate, original goes to dept. Grad Program Asst.

Major Professor must communicate the results of the candidate’s performance on her/his written comprehensive examination to her/him 1) verbally, as soon as Major Professor receives all dept. evaluations from committee members -evaluations are to be submitted to Major Professor within 7 working days of the written comprehensive exam, and 2) in writing via registered mail, at minimum, no later than 10 working days following the written comprehensive examination. A copy of this letter goes to the Graduate Program assistant. See Section III, Examination Results, for a complete listing of who gets what.

If all committee members PASS the student’s responses, the candidate proceeds to her/his oral defense. The candidate’s oral defense, therefore, should be scheduled to allow time for return, compilation, and candidate notification of the results of the written comprehensive examination.

If any committee member stipulates RE-EXAMINE or FAIL for a module, the candidate may not proceed to the oral defense of the written comprehensive examination. S/he must be retested; RETESTING NO EARLIER THAN 10 WEEKS or NO LATER THAN 52 WEEKS after completion of written comprehensive examination.

If the candidate is to be re-examined, s/he will have a preliminary meeting with the Major Professor to discuss expectations for the candidate that were not met, and to establish an understanding of criteria for re-examination.

The candidate must meet with each committee member whose portions were not passed satisfactorily. The purpose of the meeting is to review individual performance criteria, as well as to identify specific theoretical, research, and/or application areas the candidate must study before the written/oral re-examination.

The purpose of compiling and notifying the student about the results of the written comprehensive earlier than the day scheduled for the oral defense is to allow for the possibility that the student might have to be re-examined.

II. ORAL DEFENSE of the Written Comprehensive Examination

Oral Defense of the Written Comprehensive Examination should be scheduled NO EARLIER THAN 10 WORKING DAYS AFTER COMPLETION OF WRITTEN COMPREHENSIVE EXAMINATION, and NO LATER THAN 3-5 DAYS PRIOR TO FINAL GRADUATE SCHOOL REPORTING DEADLINE FOR EXAMINATION RESULTS. Ideally, the oral defense of the written comprehensive examination
occurs approximately 2 weeks (10 working days) to 4 weeks (taking into account the GS reporting deadline), following written comprehensive examination completion.

- Oral defense is usually not more than 1½ hours long. Therefore, the room reservation request should account for this.

- Major Professor schedules date/room for oral defense in consultation with the candidate and all committee members and notifies them and dept. Grad Program Asst.

- The Major Professor and all oral defense examination committee members must be present for the duration of the oral defense examination, as well as discussion of the results (Graduate School policy).

- Unanimous approval by ALL members of the committee is required for passing. A candidate who does not pass satisfactorily the oral defense may be permitted one re-examination if re-examination is recommended by the committee and approved by the Graduate Program Director.

- If the candidate is to be re-examined, s/he will have a preliminary meeting with the Major Professor to discuss expectations for the candidate that were not met, and to establish an understanding of criteria for re-examination.

- The candidate must meet with each committee member whose portions were not passed satisfactorily. The purpose of the meeting is to review individual performance criteria, as well as to identify specific theoretical, research, and/or application areas the candidate must study before the written/oral re-examination.

III. EXAMINATION RESULTS

- Major Professor and EACH committee member submit (to major professor):
  - 30 days prior to written comprehensive examination, their written questions.
  - Within 7 working days after the written comprehensive examination, Dept Form – (“Written comprehensive examination-INDIVIDUAL EVALUATION”) which includes:
    - Evaluation of answers with written comments for written comprehensive examination module(s), (interpersonal, organizational, public discourse, and media)
    - Results of exam (Pass, Re-examine, Fail) on that module (interpersonal, organizational, rhetoric and public discourse, and media), with that member’s signature.
    - Major Professor then fills out the dept form for overall results (“Written Comprehensive Examination-OVERALL RESULT evaluation form”).
    - Signatures of ALL examining committee members on the overall result dept. form for the written comprehensive which indicates the final results; the same thing on a second form for the oral defense.
  - After written comprehensive examination, Dept Form – “Oral defense of Written Comprehensive-Evaluation”-which includes:
    - Evaluation with written comments of oral defense for particular module (s), (interpersonal, organizational, rhetoric and public discourse, and media).
    - Results for oral defense from committee member’s particular module.
  - After all committee members’ evaluations are received by the Major Professor, the Major Professor records the final result of the written comprehensive on one dept form, which is signed by ALL examining committee members; the same process is done for the oral defense.
To Student, Results of Written Comprehensive Exam and Oral Defense:

- Written Comprehensive:
  1. When all committee members’ evaluations are submitted to her/him (within 7 working days), the Major Professor compiles them and verbally informs student of results. (No messages are to be left on voice-mail.) Notification must occur with 10 working days.
  2. A copy of the candidate’s written responses.
  3. Additionally, within 10 working days, Major Professor sends to the candidate in writing on dept letterhead - via registered mail requiring candidate’s signature- the results (pass, re-examine, fail) of the written comprehensive. If the committee recommends re-examination, or the candidate has failed the written comprehensive, a copy of the Major Professor’s letter indicating this is also attached to the GS “Results of the Written Comprehensive” form. For re-examination, the letter has to include, for both the student and the GS, the requirements and preparations needed by the candidate prior to re-examination, and the earliest date for re-examination.
  4. Any miscellaneous correspondence to the GS.
  5. A copy of EACH committee members’ evaluation of all portions of the written comprehensive exam.
  6. A copy of the single dept evaluation form for the written comprehensive exam that all committee members have signed.

- Oral Defense of the Written Comprehensive
  1. Major Professor verbally informs candidate immediately following the committee’s deliberations.
  2. Within 10 working days, Major Professor sends to the candidate in writing on dept letterhead - via registered mail requiring candidate’s signature- the results (pass, re-examine, fail) of the oral defense of the written comprehensive. If the committee recommends re-examination or the candidate has failed the oral defense, a copy of the Major Professor’s letter indicating this is also attached to the GS “Results of the Written Comprehensive” form. For re-examination, the letter has to include, for both the student and the Graduate School the requirements and preparations needed by the candidate prior to re-examination, and the earliest date for re-examination.
  3. A copy of the overall results dept evaluation form for the oral defense of the written comprehensive exam that all committee members have signed.
  4. If the candidate has passed both the oral defense and the written comprehensive exam, the GS form “Results of the Written Comprehensive Examination” (see below) can now be filled out and a copy of that form mailed to the student along with the dept evaluation forms.

To Graduate School, “Results of Written Comprehensive Examination” form:
- Routed by Major Professor.
- Major Professor fills out the form-section A, top portion, ONLY-(section B at the bottom is for reporting doctoral results-ignore it).
  - Under section A, circle “written comprehensive”.
  - Fill in the date, using the date of the oral defense of the written comprehensive, NOT the date of written comprehensive. This is because the completion of the oral defense is when all requirements are actually completed. The Graduate School does not list “oral defense” on the Results Form or look for that date because the oral defense is an optional department requirement, not a Graduate School requirement.
- Indicates Results for student performance.
If the committee recommends re-examination of the written comprehensive examination or the candidate has failed, Major Professor submits to Graduate School their form, “Results of Written Comprehensive Examination” indicating re-examine or fail.

Attach to GS “Results” form, a copy of the Major Professor’s letter to the candidate indicating the requirements and preparations needed by the candidate prior to re-examination, and the earliest date for re-examination. (Sample letter available from the Graduate Program Director or Graduate Program Assistant)

All examining committee members sign.

Either Graduate Program Director or Department Chairperson sign.

Major Professor makes copy for dept. Grad Program Asst before Major Professor takes to GS.

To Department Graduate Program Assistant, for official department files, Major Professor submits copies as follows:

- Prior to the written examination, ALL committee members questions.
- After the written comprehensive examination, the ORIGINAL of the candidate’s written responses to all questions.
- EACH member’s individual evaluations for BOTH the 1) written comprehensive and 2) the oral defense of the written comprehensive.
- The overall results dept form signed by ALL committee members for BOTH the 1) written comprehensive and 2) the oral defense of the written comprehensive.
- The Graduate School Form, “Results of the Written Comprehensive,” before it goes to the Graduate School.
- If student is to be re-examined, a copy of the Major Professor’s written letter to the student that was attached to the GS “Results of the Written comprehensive” form indicating the student’s further requirements and preparations, including earliest date for re-examination.
- ALL written correspondence to the candidate or the Graduate School regarding the examinations and/or her/his status.