

## **MA WRITTEN EXAM RETAKE POLICY**

1. If a student fails to pass the exam in its entirety, he / she will have ONE chance to retake the exam within a reasonable period of time. The graduate committee with the advice of the examining committee will determine the appropriate wait period for the student to retake the exam. The recommended time is usually one school term.
2. If AT THE RETAKE the student fails to pass a portion of the exam, he / she will have the opportunity to retake that section ONE more time within a reasonable period of time. The graduate committee with the advice of the examining committee will determine the appropriate wait period for the student to retake that portion of the exam. The recommended time is usually one school term.
3. If a student fails to pass a portion of the exam the first time he / she takes it, the student will have TWO opportunities to retake that portion. On each occasion, the graduate committee with the advice of the examining committee will determine the appropriate wait period for the student to retake that portion of the exam. The recommended time is usually one school term.

## **MA ORAL EXAM RETAKE POLICY**

4. If a student fails to obtain a passing grade from two or all members of the committee, said student will have ONE opportunity to retake the test within a reasonable period of time. The graduate committee with the advice of the Oral examining committee will determine the appropriate wait period for the student to retake the exam. The recommended time is usually one school term.

## **MA WRITTEN AND ORAL EXAM COMMITTEES**

1. There will be three (3) faculty members in each committee. The graduate director may be a member of a student's committee.
2. A student's Written Exam Committee does not have to be the same as his /her Oral Exam committee.
3. The graduate committee will appoint the members of both the Written and Oral Committees for each student. The composition of the committees will in all possibility reflect the student's academic interests and profile. The student may suggest the change of ONE member in his / her Oral committee. The graduate committee will consider and decide on the student's petition.