

Texas A&M University-Kingsville

information on this requirement, please review the following document:
http://www.tamuk.edu/grad/images/pdfforms/Final_Approved_MS_Options.pdf. To assist students in the course selection process, detailed outlines for each of the three degree options are available on the TAMUK graduate criminology web page:
http://www.tamuk.edu/artsci/psycsoci/faculty_profiles/masters_crim.html.

1.04 TAMUK College of Graduate Studies Requirements

The TAMUK College of Graduate Studies requires degree candidates to submit various forms prior to graduation. The student is responsible for contacting the College of Graduate Studies to find out which forms must be submitted, completing the forms, obtaining the necessary signatures, and submitting the forms in advance of their posted deadlines. Forms that require the Graduate Coordinator signature should be presented to the Graduate Coordinator at least 10 working days in advance of the posted submission deadline. This is particularly crucial for the Final Degree Plan, the contents of which must be verified by the Graduate Coordinator prior to submission. For more information on the forms that must be submitted and their respective deadlines please visit the TAMUK College of Graduate Studies web page: <http://www.tamuk.edu/grad/>.

2. Comprehensive Exams

2.01 General Comprehensive Exam Requirements

Per TAMUK guidelines, candidates for the M.S. in Criminology must complete a comprehensive exam. Students who choose the Courses-Only or Project Option must complete a written comprehensive exam and Thesis Option students must complete an oral comprehensive exam. The comprehensive exam should be administered during the final semester of enrollment in the graduate program and must be completed by a specified date as noted in section 2.02.²

2.02 Scheduling the Comprehensive Exam

Within the first three weeks of the semester of enrollment in the graduate program, the student must schedule the comprehensive exam with her or his faculty advisor. Once the comprehensive exam is scheduled, the student must send the Graduate Coordinator an e-mail within one week stating her or his intentions to take the exam that semester. Per the TAMUK 2015-2017 Graduate Catalog all comprehensive exams should be completed no later than the first week of April (for May candidates), July (for August candidates) and November (for December graduates). Also, Thesis Option students must an oral defense of before the [thesis] committee *no later than five weeks before commencement*

2.03 Written Comprehensive Exam Structure and Preparation Guidelines

The written comprehensive exam should be a take-home exam consisting of five sets of questions.³ This includes one set of questions from each of the four required courses that the student has taken and one set of questions from a criminology elective course that the student has taken.⁴

Once the student has scheduled the written comprehensive exam with her or his advisor the student should send the advisor an e-mail, which includes the following information:

1. The titles of the four required courses that the student has taken along with an elective course in criminology from which the student would like to have one set of her or his comprehensive exam questions drawn. (These can include _____ courses from the current academic term.)
2. The names of the faculty members who taught (or are currently teaching) each of the above-listed courses. (These faculty members will write the comprehensive exam questions _____.)

Once the advisor receives this information from the student, the advisor should inform the participating faculty members that the student is planning to take the written comprehensive exam, when the exam will be given, and the course(s) for which exam questions are needed.⁵ In order to allow the faculty adequate time to prepare their questions, the advisor should provide this information at least one month prior to the date

2.04 Written Comprehensive Exam Creation and Distribution

questions that she or he wrote. In grading the responses the faculty should utilize a standard (A-F) grading scale and assign a single letter grade to each set of questions. The grade(s) should then be given to the Graduate Coordinator who will record this information and determine whether or not the student has passed the exam. In order to pass the written comprehensive exam, the student must receive an average or better on two of the three sets of exam questions that she or he answers.⁷ In order to ensure that degrees are conferred in a timely manner, all comprehensive exam grades should be submitted to the Graduate Coordinator at least one week prior to Study Day of the semester during which the exam is administered.

¹ These guidelines are subject to change at the discretion of the Graduate Coordinator.

² The student should take her or his comprehensive exam during the Fall or Spring Semester. However, at the discretion of the Graduate Coordinator and the criminology graduate faculty, a student may be allowed to take her or his comprehensive exam during the first or second summer session. The decision to allow a student to take her or his comprehensive exam during the summer will depend on a variety of factors including the availability and willingness of faculty to assist in the exam process at the time that the exam is to be given. Thus, there are no guarantees that a student will be allowed to take her or his comprehensive exam during the summer.

³ Writing prompts can be included in the written comprehensive exam in addition to or in lieu of questions. The number of questions in each set will be at the discretion of the faculty member responsible for writing the questions.

⁴ The student should be allowed to choose the elective course from which her or his exam question(s) will be drawn.

⁵ In preparation for the oral comprehensive exam, the advisor should provide similar notification

The student is responsible for selecting her or his thesis committee and providing the names of the committee members to her or his advisor. The number, type, and format of the oral comprehensive exam questions will be left to the discretion of individual thesis committees. Likewise, each thesis committee will determine the performance standards that the student must meet in order to pass the oral comprehensive exam and, once the student has completed the exam, whether or not she or he has met those standards. As with the written comprehensive exam, each faculty member should only grade or evaluate the responses to the oral comprehensive exam questions that she or he wrote. Students who do not pass the oral comprehensive exam should be allowed to retake the exam the following semester. If the student does not pass the exam on this second attempt, she or he should be allowed to retake it once again the following semester. The student should only be allowed to retake the oral comprehensive exam twice (for a total of three attempts) before she or he must submit a written

